

**AGENDA
REGULAR MEETING**

**June 19, 2017
4:30 p.m.**

ST. JOHN'S

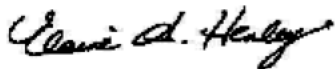
MEMORANDUM

June 16, 2017

In accordance with Section 42 of the City of St. John's Act, the Regular Meeting of the St. John's Municipal Council will be held on **Monday, June 19, 2017 at 4:30 p.m.**

This meeting will be preceded by a Special Meeting to be held on the same day in Conference Room A at **3:00 p.m.**

By Order



Elaine Henley
City Clerk

ST. JOHN'S

CITY MANAGER

AGENDA

REGULAR MEETING - CITY COUNCIL

June 19, 2017 – 4:30 p.m. – Council Chambers, 4th Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES

- Minutes of June 12, 2017

4. BUSINESS ARISING FROM THE MINUTES

- **Included in the Agenda:**

Other Matters:

5. NOTICES PUBLISHED

- An Application requesting permission to consolidate 2 lots located at 46 & 48 Barrows Road to create a larger lot on which to construct a single detached dwelling that exceeds the requirements of the Quidi Village Overlay Zone and Design Guidelines.

6. PUBLIC HEARINGS

7. COMMITTEE REPORTS

- Development Committee Report – June 13, 2017
- Finance and Administration Standing Committee Report – June 13, 2017

8. RESOLUTIONS

9. DEVELOPMENT PERMITS LIST

- June 8, 2017 – June 14, 2017

10. BUILDING PERMITS LIST

- June 8, 2017 – June 14, 2017

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

- Week Ending June 14, 2017

12. TENDERS/RFPS

- a. Tender 2017065 Road Shouldering and Ditching

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS**14. OTHER BUSINESS**

- a. Quarterly Travel Report – First Quarter, 2017

15. ADJOURNMENT

MINUTES

REGULAR MEETING - CITY COUNCIL

June 12, 2017 – 4:30 p.m. - Council Chambers, 4th Floor, City Hall

Present Deputy Mayor R. Ellsworth
Councillor T. Hann
Councillor D. Breen
Councillor B. Tilley
Councillor W. Collins
Councillor A. Puddister
Councillor S. Hickman
Councillor S. O'Leary
Councillor J. Galgay

Regrets Mayor D. O'Keefe
Councillor D. Lane

Others Kevin Breen, City Manager
Lynnann Winsor, Deputy City Manager of Public Works
Tanya Haywood, Deputy City Manager of Community Services
Derek Coffey, Deputy City Manager of Financial Administration
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Elaine Henley, City Clerk
Kenessa Cutler, Legislative Assistant

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2017-06-012/264R

Moved – Councillor Collins; Seconded – Councillor O'Leary

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2017-06-12/265R

Moved – Councillor Tilley; Seconded – Councillor Puddister

That the minutes of June 5, 2017 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING

**Application to rezone land to the Commercial Regional (CR) Zone for the development of Galway
REZ1700008 - 100 Danny Drive
Applicant: 10718 Newfoundland Inc.**

SJMC2017-06-12/266R

Moved – Councillor Puddister; Seconded – Councillor Hickman

That Council adopt St. John's Development Regulations Amendment Number 656, 2017, which will rezone land at 100 Danny Drive from the Comprehensive Development Area – Southlands (CDA Southlands) Zone to the Commercial Regional (CR) Zone, to accommodate future commercial development in Galway. It will be referred to the Department of Municipal Affairs and Environment with a request for Provincial Registration in accordance with the provisions of the *Urban and Rural Planning Act*.

CARRIED UNANIMOUSLY

NOTICES PUBLISHED

- **A Discretionary Use application has been submitted for 220 Newfoundland Drive requesting permission to convert a portion of the main floor (1416 m²) from commercial use into 10-12 residential apartments.**
 - **A change of Non-Conforming Use application has been submitted requesting permission to occupy the building located at 180 Hamilton Avenue for packaging savory.**
 - **A Discretionary Use Application has been submitted requesting permission to convert 68.8m² of floor area from existing Office space into five (5) additional Rental Storage units at 431-435 Main Road.**
 - **A Discretionary Use Application has been submitted to the City of St. John's by Eastlink requesting to construct a telecommunications tower located at 165 Doyle's Road.**
-

Council considered the above noted Notices Published.

SJMC2017-06-12/267R

Moved – Councillor Puddister; Seconded – Councillor Galgay

That Council approve the applications as presented subject to all applicable City requirements.

CARRIED UNANIMOUSLY

Councillor Collins asked staff to look into who maintains the road leading into the site of the proposed telecommunications tower located at 165 Doyle's Road.

COMMITTEE REPORTS

Planning and Development Standing Committee Report – May 31, 2017

[Link to Report](#)

Council considered the above noted report.

SJMC2017-06-12/268R

Moved – Councillor Puddister; Seconded – Councillor Galgay

That the above noted report be adopted as presented including the following recommendations:

- **The Committee recommends Council's approval to re-designate 50 Bennett Avenue (portion thereof) from the Institutional District to the Residential Medium Density District and rezone from the Institutional (INST) Zone to the Residential Medium Density (R2) Zone, as submitted, and be considered subject to the City's Commercial Landscaping Policy, Parks and Open Space Master Plan and any applicable Development and Engineering Requirements.**

Further, staff recommend referral to a Public Meeting chaired by a member of Council. After this, the application would then be referred to a regular meeting of Council for consideration of adoption. An amendment to the Municipal Plan is required, a Commissioner's Hearing will be required at a later date.

- **The Committee recommends Council's approval to consider the request to rezone 75 Incinerator Road from the Rural (R) Zone to the Mineral Working (MW) Zone, as submitted. Staff recommend Public Advertisement and Public Notices to be sent to all properties within a 1000 meters radius of the property. Public comments will then be forwarded to Council for their consideration.**

Furthermore, it is recommended that the request for the Crown Land Grant for 75 Incinerator Road be approved.

Development Approval will be conditional upon receiving a mineral workings permit from the Department of Natural Resources, and compliance with all requirements of the City of St. John's.

- The Committee recommends Council's approval to add the requirement for the tree(s) to the general landscape requirements and take an overall landscape deposit from the permit holder for the lot. Once all landscaping, including the tree planting, is complete the deposit will be returned. This is similar to the approach used in neighboring municipalities. While this does introduce a deposit, it differs from the May 3rd recommendation in that the deposit is for the overall landscaping and is not specific to the tree. The By-Law will have to be amended to include the tree(s) as part of the general landscaping plans. Enforcement is not anticipated to be an issue as the deposit creates the incentive to complete the landscaping.

Further, this provides the necessary incentive to ensure that the trees are planted and is consistent with other jurisdictions in the region. It is further recommended that the landscape deposit be set after consultation with the home builder industry.

- The Committee recommends Council's approval of the Built Heritage rExperts Panel report and its recommendations as presented.
- To defer text amendment for aquaponics operation, 150 Howlett's Line, until staff bring forward more information on the volume of water required for the development.
- That Staff provide a follow-up report giving direction to setting universal design principles which will be brought forward late November for review and further discussion.

CARRIED UNANIMOUSLY

Special Events Committee Report – June 1, 2017

[Link to Report](#)

Council considered the above noted report.

SJMC2017-06-12/269R

ST. JOHN'S

Moved – Councillor Breen; Seconded – Councillor Hann

That the above noted report and its recommendations be adopted as presented. This includes:

Event	National Aboriginal Day – Sunrise Ceremony in Bannerman Park
Date	June 19, 2017
Organizer	St. John's Native Friendship Centre
Detail	<p>Requesting exemption to the noise bylaw. 6:00am to 7:00am</p> <p>Sunrise ceremony celebrating National Aboriginal Day. Event includes ceremony directions, prayers, and traditional hand drumming. A small speaker will be used for sound amplification.</p>

Event	Shoppers Drug Mart Run For Women
Date	June 25, 2017
Organizer	Running Room
Detail	<p>Road Closures and Lane Reductions will be in place. Local access permitted. Organizer will have marshals at intersections as well as RNC vehicles on site.</p> <p>Course set up begins at 7am, race starts at 8:30am Take down to follow the last runner. 5km Route travels around Quidi Vidi Lake: The Boulevard Carnell Drive Lake Avenue Empire Avenue Quidi Vidi Road Forest Road Quidi Vidi Village Road The Boulevard 10km Route follows the same as the 5Km route with runners continuing to: East White Hills Rd Churchill Ave Trail Section - Virginia River trail to Virginia Place McGregor Street Newfoundland Drive Middleton Street Harding Road White Hills Rd The Boulevard</p>

Event	Canada Day Block Party – Lancaster Street
Date	July 1, 2017
Detail	Closure of a section of Lancaster Street, from intersection of Lancaster/Branscombe up to and including driveways of civic numbers 3, 4 and 5 Lancaster.

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered, for information, the above noted for the period June 1, 2017 to June 7, 2017.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits for the period of June 1, 2017 to June 7, 2017.

SJMC2017-06-12/270R

Moved – Councillor Tilley; Seconded – Councillor O’Leary

That the building permits list for the period June 1, 2017 to June 7, 2017 be approved as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending June 7, 2017.

SJMC2017-06-12/271R

Moved – Councillor Tilley; Seconded – Councillor O’Leary

That the requisitions, payrolls and accounts for the week ending June 7, 2017 in the amount of \$3,983,833.10 be approved as presented.

CARRIED UNANIMOUSLY

TENDERS/RFPS

Tender 2017084 – Repair/Replace/Straighten Guard Rails

Council considered the above noted tender.

SJMC2017-06-12/272R

Moved – Councillor Tilley; Seconded – Councillor O’Leary

**That Council award this tender to the lowest bidder meeting specifications
Magnum Contracting Limited \$109,020.00, as per the Public Tendering Act.**

Taxes are included with submitted bid.

CARRIED UNANIMOUSLY

Tender 2017097 – Two Snow Blower Attachments

Council considered the above noted tender.

SJMC2017-06-12/273R

Moved – Councillor Tilley; Seconded – Councillor O’Leary

**That Council award this tender to the lowest bidder meeting specifications
J.A. Larue Inc., two hundred Forty one thousand three hundred eighty
dollars and forty cents (\$241,380.40), as per the Public Tendering Act.**

Taxes are included with submitted bid.

CARRIED UNANIMOUSLY

Tender 2017100 – One (1) New Cube Van

Council considered the above noted tender.

SJMC2017-06-12/274R

Moved – Councillor Tilley; Seconded – Councillor O’Leary

**That Council award this tender to the lowest bidder meeting specifications
Hickman Motors Limited \$69,681.20, as per the Public Tendering Act.**

Taxes are included with submitted bid.

CARRIED UNANIMOUSLY

OTHER BUSINESS

Economic Update – June 2017

Council accepted the above listed as information.

Councillor O’Leary

Tabled her report from the FCM Annual Conference and Trade Show.

Councillor Puddister

Asked the City Manager to follow up with the Provincial Government and the RNC regarding excessive motorcycle noise.

Councillor Hickman

Asked the City Manager look at how the City can address uncovered loads coming into Robin Hood Bay to minimize excess garbage on the Outer Ring Road.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:35 p.m.

MAYOR

CITY CLERK

REPORT

PLANNING & DEVELOPMENT COMMITTEE MEETING

May 31, 2016 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

- Present:** Councillor A. Puddister (Chair) Left at 12:32 in which Councillor Hann assumed Chair until 12:37 pm
Deputy Mayor R. Ellsworth (arrived at 12:12 pm)
Councillor T. Hann
Councillor B. Tilley
Councillor W. Collins
Councillor S. Hickman
Councillor D. Breen (arrived at 12:05 pm)
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services)
Ken O'Brien, Chief Municipal Planner
Arthur MacDonald, Planner III – Urban Design and Heritage
Brian Head, Manager – Parks & Open Spaces
Cheryl Mullett, City Solicitor
Linda Bishop, Senior Legal Counsel
Gord Tucker, Manager – Capital Works, Buildings
Leslie O'Brien, Manager – City Buildings
Abdullah Almamun, Work Term Student
Kathy Driscoll, Legislative Assistant
- Others:** Samantha Long – allnewfoundlandandlabrador.com
Ron Peters, 2 Cook's Hill
Bill Clarke, Developer
Ryan Clarke, Developer
Danny Madden, Dynamic Engineering Ltd.
Justin Constantine, Platinum Construction Co. Ltd.
Tony Gosse, Platinum Construction Co. Ltd.

REPORT

1. 50 Bennett Avenue (former I.J. Samson School site) Rezoning for Townhouses (Ward 2) – Mr. Bill Clarke

Mr. Clarke gave an overview of the above noted stating his proposal was for a town housing development at the former I.J. Samson School site. He advised he required redesignation from the Institutional District to the Residential Medium Density District and rezoning from the Institutional (INST) Zone to the Residential Medium Density (R2) Zone. He also proposes seniors' apartment buildings (that will look like townhouses) on much of the property; these are a permitted use in the INST Zone, so no rezoning will be required for them. The Committee thanked Mr. Clarke for attending the meeting and he left the meeting at 12:15 pm.

Moved – Councillor Hann; Seconded – Councillor Tilley

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The Committee recommends Council's approval to redesignate 50 Bennett Avenue (portion thereof) from the Institutional District to the Residential Medium Density District and rezone from the Institutional (INST) Zone to the Residential Medium Density (R2) Zone, as submitted, and be considered subject to the City's Commercial Landscaping Policy, Parks and Open Space Master Plan and any applicable Development and Engineering Requirements.

Further, staff recommend referral to a Public Meeting chaired by a member of Council. After this, the application would then be referred to a regular meeting of Council for consideration of adoption. An amendment to the Municipal Plan is required, a Commissioner's Hearing will be required at a later date.

CARRIED UNANIMOUSLY

2. 75 Incinerator Road – Rezoning to allow a quarry near the Trans-Canada Highway (Ward 5)

Mr. Justin Constantine and Tony Gosse of Platinum Construction provided the Committee with an update on their proposed project. They advised they came up with a plan to minimize the visibility of the quarry from site lines on the Trans-Canada Highway and access to the site would be on Incinerator Road. Provincial staff with Transportation and with Tourism support their efforts. The Committee thanked Mr. Constantine and Mr. Gosse for attending the meeting and they left at 12:30 pm.

Moved – Councillor Collins; Seconded – Councillor Hickman

The Committee recommends Council's approval to consider the request to rezone 75 Incinerator Road from the Rural (R) Zone to the Mineral Working (MW) Zone, as submitted. Staff recommend Public Advertisement and Public Notices to be sent to all properties within a 1000 meters radius of the property. Public comments will then be forwarded to Council for their consideration.

Furthermore, it is recommended that the request for the Crown Land Grant for 75 Incinerator Road be approved.

Development Approval will be conditional upon receiving a mineral workings permit from the Department of Natural Resources, and compliance with all requirements of the City of St. John's.

CARRIED UNANIMOUSLY

3. Tree Regulations

The Deputy City Manager of Planning, Engineering and Regulatory Services provided an overview of the above noted. Conversation ensued and Councillor Hickman asked that consideration be given to ensure asphalt driveways be a condition of new construction. It was

decided that staff provide a report on this request and bring it forward to the next Planning and Development Standing Committee meeting.

Moved – Deputy Mayor Ellsworth; Seconded Councillor Breen

The Committee recommends Council's approval to add the requirement for the tree(s) to the general landscape requirements and take an overall landscape deposit from the permit holder for the lot. Once all landscaping, including the tree planting, is complete the deposit will be returned. This is similar to the approach used in neighbouring municipalities. While this does introduce a deposit, it differs from the May 3rd recommendation in that the deposit is for the overall landscaping and is not specific to the tree. The By-Law will have to be amended to include the tree(s) as part of the general landscaping plans. Enforcement is not anticipated to be an issue as the deposit creates the incentive to complete the landscaping.

Further, this provides the necessary incentive to ensure that the trees are planted and is consistent with other jurisdictions in the region. It is further recommended that the landscape deposit be set after consultation with the home builder industry.

CARRIED UNANIMOUSLY

4. Built Heritage Experts Panel Report – April 9, 2017

The Committee discussed the above noted.

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hickman

The Committee recommends Council's approval of the report and its recommendations as presented.

CARRIED UNANIMOUSLY

5. 150 Howlett's Line, text amendment for aquaponics operation (Ward 5)

The Committee spoke to the above noted. Councillor Collins has been approached by some neighbours who have concerns about their wells running dry if the new development draws large amounts of water. It was suggested further review from staff would be required.

Moved – Councillor Breen; Seconded – Councillor Collins

To defer text amendment for aquaponics operation, 150 Howlett's Line, until staff bring forward more information on the volume of water required for the development.

CARRIED UNANIMOUSLY

6. Universal design in City-owned buildings and the issue of accessibility

The Deputy Mayor spoke to the above noted. He suggested in order to ensure universal design the City take a leadership role in meeting higher standards than what is required to be met by the National Building Code of Canada. He recognized the new Paul Reynolds Centre incorporated universal design in its construction and that future builds should continue in the same pattern. The Deputy Mayor suggested the City consider setting universal designated principles standards. The Deputy City Manager of Planning, Engineering and Regulatory Services noted the City has to determine and discuss what it would want to adopt as its own minimum standards.

The Manager of Capital Works, Buildings noted there are principles of universal design; however, nothing to be enforced in relation to design. He advised that construction is built up to standard and in some cases it is exceeded. He further noted there are additional costs associated with universal design. The Deputy Mayor requested that staff provide a report on setting City universal design standards. The Manager of Capital Works, Buildings advised he sits on a Universal Design Network and in consulting with inside and outside groups it could take up to four months to provide this report. The Deputy Mayor made the following motion:

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hickman

That Staff provide a follow-up report giving direction to setting universal design principles which will be brought forward late November for review and further discussion.

CARRIED UNANIMOUSLY

The Deputy Mayor continued discussion on existing City buildings, noting City Hall, as not all washrooms are accessible. He asked staff to review the washrooms and determine if any accommodations for wheelchair accessibility could be made and further that signage be placed in City buildings to advise accessible as well as non-accessible washrooms. The Manager of City Buildings advised she would follow-up on this request.

Councillor Art Puddister
Chairperson

DECISION/DIRECTION NOTE

Title: Special Events Advisory Committee Report

Date Prepared: June 8, 2017

Report To: Mayor & Council

Councillor and Role: All

Ward: N/A

Decision/Direction Required: Approval of lane reductions and road closures for various road events.

Discussion – Background and Current Status:

The Special Events Advisory Committee has received applications for the following events, requiring lane reduction and road closure approval.

Event	National Aboriginal Day – Sunrise Ceremony in Bannerman Park
Date	June 19, 2017
Organizer	St. John's Native Friendship Centre
Detail	Requesting exemption to the noise bylaw. 6:00am to 7:00am Sunrise ceremony celebrating National Aboriginal Day. Event includes ceremony directions, prayers, and traditional hand drumming. A small speaker will be used for sound amplification.

Event	Shoppers Drug Mart Run For Women
Date	June 25, 2017
Organizer	Running Room
Detail	Road Closures and Lane Reductions will be in place. Local access permitted. Organizer will have marshals at intersections as well as RNC vehicles on site. Course set up begins at 7am, race starts at 8:30am Take down to follow the last runner. 5km Route travels around Quidi Vidi Lake: The Boulevard Carnell Drive Lake Avenue Empire Avenue Quidi Vidi Road Forest Road

ST. JOHN'S

	<p>Quidi Vidi Village Road The Boulevard 10km Route follows the same as the 5Km route with runners continuing to:</p> <p>East White Hills Rd Churchill Ave Trail Section - Virginia River trail to Virginia Place McGregor Street Newfoundland Drive Middleton Street Harding Road White Hills Rd The Boulevard</p>
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Event	Canada Day Block Party – Lancaster Street
Date	July 1, 2017
Detail	Closure of a section of Lancaster Street, from intersection of Lancaster/Branscombe up to and including driveways of civic numbers 3, 4 and 5 Lancaster.

Key Considerations/Implications:

1. **Budget/Financial Implications** N/A
2. **Partners or Other Stakeholders** N/A
3. **Alignment with Strategic Directions/Adopted Plans** N/A
4. **Legal or Policy Implications** N/A
5. **Engagement and Communications Considerations** N/A
6. **Human Resource Implications** N/A
7. **Procurement Implications** N/A
8. **Information Technology Implications** N/A
9. **Other Implications** N/A

Recommendation: Council approve the above noted closures and lane reductions. These events are subject to the conditions set out by the Special Events Advisory Committee.

Prepared by/Signature:

Beverley Skinner – Manager of Program & Service Delivery

Signature B. Skinner

Approved by/Date/Signature:

Tanya Haywood – Deputy City Manager Community Services

Signature T. Haywood

Addendum to Regular Minutes of June 12, 2017

ST. JOHN'S

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF June 1, 2017 TO June 7, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for Admiration Services	144A Higgins Line	4	Approved	17-05-05
RES		Home Office for Imagine Consulting & Design	85 Castle Bridge Drive	5	Approved	17-05-06
COM	BCL Group Inc.	3 Unit Commercial Building	372 Kenmount Road	4	Approved	17-05-07

* Code Classification:
RES - Residential
COM - Commercial
AG - Agriculture
OT - Other
INST - Institutional
IND - Industrial

** This list is issued for information purposes only. Applicants have been advised in writing of the Development Officer's decision and of their right to appeal any decision to the St. John's Local Board of Appeal.

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Addendum to Regular Minutes of June 12, 2017

Building Permits List

Council's June 12, 2017 Regular Meeting

Permits Issued: 2017/06/01 To 2017/06/07

Class: Commercial

130 Kelsey Dr., Freedom 55	Cr	Office
55 Hebron Way, Axtion	Nc	Place Of Amusement
Avalon Mall, Softmoc	Sn	Retail Store
435 Blackmarsh Rd	Sn	Office
131 Kelsey Dr, Technipfmc	Sn	Office
125 Water St	Sn	Hotel
55 Hebron Way	Nc	Accessory Building
Southside Rd, Pier 24	Nc	Accessory Building
10 Fort William Pl	Rn	Office
Torbay Airport	Nc	Recreational Use
10 Factory Lane, Suite 203	Rn	Office
419 Petty Harbour Rd	Rn	Recreational Use
Avalon Mall-0185/0195/0197/200	Rn	Retail Store
Avalon Mall, Soft Moc	Cr	Retail Store
130 Kelsey Dr., Freedom 55	Cr	Office
14 International Pl	Cr	Office

This Week \$ 1,158,398.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

23 Ballylee Cres, Lot 375	Nc	Single Detached Dwelling
56 Bay Bulls Rd, Unit 001	Nc	Condominium
56 Bay Bulls Rd, Unit 101	Nc	Condominium
56 Bay Bulls Rd, Unit 002	Nc	Condominium
56 Bay Bulls Rd, Unit 003	Nc	Condominium
56 Bay Bulls Rd, Unit 004	Nc	Condominium
56 Bay Bulls Rd, Unit 005	Nc	Condominium
56 Bay Bulls Rd, Unit 102	Nc	Condominium
56 Bay Bulls Rd, Unit 201	Nc	Condominium
56 Bay Bulls Rd, Unit 103	Nc	Condominium
56 Bay Bulls Rd, Unit 202	Nc	Condominium
56 Bay Bulls Rd, Unit 203	Nc	Condominium
56 Bay Bulls Rd, Unit 104	Nc	Condominium
56 Bay Bulls Rd, Unit 204	Nc	Condominium
56 Bay Bulls Rd, Unit 205	Nc	Condominium
56 Bay Bulls Rd, Unit 105	Nc	Condominium
128 Blackmarsh Rd	Nc	Accessory Building
52 Bonaventure Ave	Nc	Patio Deck

22 Bulrush Ave	Nc	Accessory Building
9 Capulet St	Nc	Accessory Building
198 Cheeseman Dr	Nc	Single Detached Dwelling
197 Cheeseman Dr	Nc	Fence
203 Cheeseman Dr	Nc	Swimming Pool
35 Cornwall Ave	Nc	Swimming Pool
77 Cornwall Cres	Nc	Patio Deck
103 Craigmillar Ave	Nc	Fence
26 Diana Rd	Nc	Accessory Building
12 Dumbarton Pl	Nc	Patio Deck
4 Frampton Ave- Lot 212	Nc	Single Detached Dwelling
38 Franklyn Ave	Nc	Patio Deck
4 Halliday Pl	Nc	Fence
4 Hazelwood Cres	Nc	Accessory Building
50 Hayward Ave	Nc	Accessory Building
11 Ireland St	Nc	Accessory Building
22 Lannon St	Nc	Fence
42 Long Beach St	Nc	Accessory Building
3 Mckay St	Nc	Fence
562 Main Rd, Unit 1	Nc	Condominium
562 Main Rd, Unit 2	Nc	Condominium
562 Main Rd, Unit 3	Nc	Condominium
562 Main Rd, Unit 4	Nc	Condominium
562 Main Rd, Unit 5	Nc	Condominium
72 Maurice Putt Cres	Nc	Fence
89 Maurice Putt Cres	Nc	Accessory Building
21 Morris Ave	Nc	Accessory Building
66 Neptune Rd	Nc	Accessory Building
84 Old Bay Bulls Rd	Nc	Swimming Pool
69 Parsonage Dr., Lot 3.10	Nc	Single Detached Dwelling
33 Portugal Cove Rd	Nc	Fence
26 Reid St	Nc	Accessory Building
28 Rose Abbey St	Nc	Accessory Building
16 Rosscommon Pl	Nc	Accessory Building
28 Rosscommon Pl	Nc	Fence
28 Rosscommon Pl	Nc	Patio Deck
25 Sorrel Dr	Nc	Fence
645a Southside Rd	Nc	Accessory Building
24 Sugar Pine Cres, Lot 366	Nc	Single Detached & Sub.Apt
223 Topsail Rd	Nc	Accessory Building
4 Vancouver St	Nc	Accessory Building
22 Willenhall Pl	Nc	Fence
47 Cherrybark Cres	Co	Subsidiary Apartment
77 Fox Ave	Co	Single Detached & Sub.Apt
295 Topsail Rd	Co	Single Detached Dwelling
19 Warren St	Co	Office
357 Anspach Street	Rn	Townhousing
359 Anspach St	Rn	Townhousing
365 Anspach St	Rn	Townhousing
367 Anspach St	Rn	Townhousing
371 Anspach St	Rn	Townhousing
373 Anspach St	Rn	Townhousing
375 Anspach St	Rn	Townhousing
377 Anspach St	Rn	Townhousing
379 Anspach St	Rn	Townhousing
381 Anspach St	Rn	Townhousing
383 Anspach St	Rn	Townhousing
385 Anspach St	Rn	Townhousing
387 Anspach St	Rn	Townhousing
101 Freshwater Rd	Rn	Semi-Detached Dwelling
24 Gower St	Rn	Semi-Detached Dwelling

Addendum to Regular Minutes of June 12, 2017

24 Macleod Pl	Rn	Townhousing
26 Macleod Pl	Rn	Townhousing
28 Macleod Pl	Rn	Townhousing
30 Macleod Pl	Rn	Townhousing
32 Macleod Pl	Rn	Townhousing
34 Macleod Pl	Rn	Townhousing
36 Macleod Pl	Rn	Townhousing
38 Macleod Pl	Rn	Townhousing
1 Macleod Pl	Rn	Townhousing
3 Macleod Pl	Rn	Townhousing
5 Macleod Pl	Rn	Townhousing
7 Macleod Pl	Rn	Townhousing
9 Macleod Pl	Rn	Townhousing
11 Macleod Pl	Rn	Townhousing
13 Macleod Pl	Rn	Townhousing
15 Macleod Pl	Rn	Townhousing
17 Macleod Pl	Rn	Townhousing
19 Macleod Pl	Rn	Townhousing
21 Macleod Pl	Rn	Townhousing
23 Macleod Pl	Rn	Townhousing
25 Macleod Pl	Rn	Townhousing
27 Macleod Pl	Rn	Townhousing
29 Macleod Pl	Rn	Townhousing
31 Macleod Pl	Rn	Townhousing
33 Macleod Pl	Rn	Townhousing
35 Macleod Pl	Rn	Townhousing
37 Macleod Pl	Rn	Townhousing
39 Macleod Pl	Rn	Townhousing
41 Macleod Pl	Rn	Townhousing
43 Macleod Pl	Rn	Townhousing
120 Springdale St	Rn	Semi-Detached Dwelling
120a Springdale St	Rn	Semi-Detached Dwelling
28 Rosscommon Pl	Sw	Single Detached Dwelling
3 Stenlake Cres	Sw	Single Detached Dwelling

This Week \$ 3,644,023.00

Class: Demolition

This Week \$.00

This Week' S Total: \$ 4,802,421.00

Repair Permits Issued: 2017/06/01 To 2017/06/07 \$ 94,400.00

Legend

Co	Change Of Occupancy	Sw	Site Work
Cr	Chng Of Occ/Renovtns	Ms	Mobile Sign
Ex	Extension	Sn	Sign
Nc	New Construction	Cc	Chimney Construction
Oc	Occupant Change	Dm	Demolition
Rn	Renovations		

YEAR TO DATE COMPARISONS			
	June 12, 2017		
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$58,819,115.00	\$55,322,401.00	-6
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$5,942,584.00	\$436,000.00	-93
Residential	\$24,531,463.00	\$30,736,869.00	25
Repairs	\$1,668,491.00	\$1,316,906.00	-21
Housing Units (1 & 2 Family Dwelling)	77	66	
TOTAL	\$90,961,730.00	\$87,812,242.00	-3

Respectfully Submitted,

Jason Sinyard, P. Eng., MBA
Deputy City Manager
Planning, Engineering & Regulatory Services

Addendum to Regular Minutes of June 12, 2017

MEMORANDUM

**Weekly Payment Vouchers
For The
Week Ending June 7, 2017**

Payroll

Public Works	\$ 438,669.27
Bi-Weekly Casual	\$ 23,248.79
Accounts Payable	\$ 3,521,915.04

Addendum to Regular Minutes of June 12, 2017

Total: \$ 3,983,833.10

ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

NOTICES PUBLISHED

Applications which have been advertised in accordance with the requirements of Section 5.5 of the St. John's Development Regulations and which are to be considered for approval by Council at the **Regular Meeting of Council on June 19, 2017.**

Ref #	Property Location/ Zone Designation	Ward	Application Details	Floor Area (square metres)	# of Employees (includes the applicant)	# of On-Site Parking Spaces	Written Representations Received	Planning and Development Division Notes
1	46 & 48 Barrows Road Residential Quidi Vidi (RQ) Zone/ Open Space (O) Zone	2	An Application has been submitted requesting permission to consolidate 2 lots located at 46 & 48 Barrows Road to create a larger lot on which to construct a single detached dwelling that exceeds the requirements of the Quidi Village Overlay Zone and Design Guidelines. The dwelling will have a proposed footprint of 222m ² and the proposed building height is 10.5 metres to the roof peak. The Land Use Report is available online for review.	401m ²			8 Submissions received (see attached)	The Planning and Development Division recommends approval of the application subject to all applicable City requirements.

The Office of the City Clerk and the Department of Planning, Development & Engineering, in joint effort, have sent written notification of the applications to property owners and occupants of buildings located within a minimum 150-metre radius of the application sites. Applications have also been advertised in The Telegram newspaper on at least one occasion and applications are also posted on the City's website. Where written representations on an application have been received by the City Clerk's Department, these representations have been included in the agenda for the Regular Meeting of Council.

Annette Power

June 5, 2017

City of St. John's
Office of the City Clerk
P.O. Box 908
St. John's, NL
A1C 5M2



Re: Objection to Application of New Home Construction 46-48 Barrows Road and Consolidation of two lots – Brian and Melissa Dalton.

I am the current owner of adjacent property 44 Barrows Road. I am requesting further clarification on the following concerns:

- Backyard Construction and Land Elevation Concerns
 - Flooding issues due to past blasting and drilling
 - Privacy issues and safety concerns – location of off street parking area and new driveway
- Access to the rear of my property via Power's Road, off Cuckold's Cove Road
- Size of proposed home.

I respectfully request the following considerations of the Dalton Family and City of St. John's prior to approval of application of a new home construction and consolidation of two lots referenced above.

- Further excavation activity – flooding issues:

The property and driveway is granite rock and will require additional blasting and drilling activity. A large piece of granite rock is in my backyard and also on the property of 46 Barrows Road lot. The excavation to date caused a spring to be activated and resulted in flooding of my back yard. If this application is approved and should this occur who will be responsible to pay for any damages incurred and bring my property back to its original state.

- Safety concerns of new driveway and proximity of driveway to my house:

What will be the distance of the new driveway to my property boundary line / house? I am concerned with safety issues due to higher elevation of driveway to my house and the close proximity of the driveway to my basement door.

Privacy – the off street parking area is at a higher elevation than my house and in my back yard. I have concerns of privacy and would like to discuss same.

- Access to the rear of my property via Power's Road, off Cuckold's Cove Road

My rear property boundary line is on Power's Road. Is the boundary of the proposed combined lots including Power's Road? If so, this will eliminate access to the rear my property behind my house via Power's Road. The Fong's family residence is currently built on Power's Road. Please clarify? I am requesting access to my property via Power's Road.

- Size of proposed home.

The size of proposed dwelling does not follow Quidi Vidi Village Zones and Overlay Guidelines. The style of the house is in character and will definitely add to the character of the Village but the size is out of scale (house: 2.5 stories, height 34.3 feet, 55 ft x 35 ft house, plus attached garage 25 ft x 25 ft.).

As listed above my major concerns are flooding issues, loss of privacy, loss of access to my property on boundary line of Power's Road via Cuckold's Cove Road and the location of the off-street parking relative to my backyard and location of new driveway relative to my house. I would appreciate a meeting for further clarification.

I can appreciate wanting to raise your family in beautiful Quidi Vidi. I raised my son and daughter in Quidi Vidi and plan on keeping my property to move back there or my son will raise his family there.

I look forward to meeting the Dalton family.

Regards,

A handwritten signature in cursive script that reads "Annette Power". The signature is written in black ink and is positioned above the printed name.

Annette Power



Objection to application at 46-48 Barrows Road and meeting with Planning and Development on June 15, 2017 📎

Ken O'Brien to: Annette Power

2017/06/16 01:10 PM

Cc: Gerard Doran, Andrea Roberts, Elaine Henley, Maureen Harvey

Hi, Ms. Power. Thank you for your comments. One correction: I did not meet with you yesterday. I believe you met with Gerard Doran, our Development Supervisor, and perhaps with Andrea Roberts, our Development Officer. Neither of them is in the office at the moment so I am copying both of them.

By the Council agenda for June 19 (see <http://www.stjohns.ca/sites/default/files/files/agenda/Regular%20Agenda%20June%2019%2C%202017.pdf>), the application is scheduled to be considered by Council for approval. It has not been approved yet - it has been advertised for public review and comment. All comments will be considered by Council on Monday before Council votes on approval.

I am also copying Elaine Henley, our City Clerk, and Maureen Harvey, our Supervisor of the City Clerk's Office, to include your email below in the agenda for Council. The agenda has already been prepared, so this will be forwarded to members of Council before the meeting Monday.

Regards,

Ken O'Brien

.....
Ken O'Brien, MCIP | Chief Municipal Planner
City of St. John's - Planning, Engineering and Regulatory Services
Phone 709-576-6121 Fax 709-576-2340 Email kobrien@stjohns.ca
John J. Murphy Building (City Hall Annex), 4th floor - Mail: PO Box 908, St. John's, NL, Canada A1C 5M2
**MCIP - Member of the Canadian Institute of Planners*

ST. JOHN'S

This email communication (and any attached documents) is intended only for the individual or entity to which it is addressed and may contain information that is confidential, privileged or exempt from disclosure under applicable law. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this email in error, sorry for the inconvenience; please notify the sender and delete all copies (electronic or otherwise) immediately.

Annette Power

Good Day As a follow up of yesterday's meeting...

2017/06/16 01:00:29 PM

From: Annette Power [REDACTED]
To: kobrien@stjohns.ca
Cc: [REDACTED]
Date: 2017/06/16 01:00 PM
Subject: Objection to application of new home construction 46-48 Barrows Road and drop in meeting with planning and development, Mr OBrien on June 15 2017

Good Day

As a follow up of yesterday's meeting with Ken OBrien and awaiting written response to my letter dated June 5, I would like to note our discussion and confirm the following:

Point 1. Backyard construction and land elevation
Flooding issues due to past blasting and drilling was noted and acknowledged.
Also I acknowledged that this was discussed with applicant.

Point 2. Safety concerns of new driveway and proximity of driveway to my house. Mr OBrien indicated an engineer will look at this and will let me know.

Point 3. Access to rear of my property via Powers Road off Cuckolds Cove Road. Mr. OBrien indicated he spoke to Legal Dept and I was advised that this road does not exist and that I get legal advice to access the rear of my property from owners of Powers Road. I informed City that I have evidence confirming this is a Road.

According to Council Agenda posted on today's website, this application is approved. I am appealing this approval referring to point 3. I request that the City acknowledge that Powers Road does exist?

I will provide a copy of a title search done when I bought my property in 2001 identifying Powers Road in Deeds of Conveyance dated back to 1930. I also have aerial pictures obtained from Crown Land dated 1948 showing Powers Road.

Due to short notice I am responding via email and kindly acknowledge receipt of this email. Copy of email and evidence will be dropped of today.

Annette Power

Sent from my iPad

June 3, 2017

City of St. John's
Department of Planning
P. O. Box 908
St. John's, NL
A1C 5M2

Reference: **46 & 48 Barrow's Road**
SUBMISSION

Further to the above application, we make the following submission.

While the Land Use Report does not recommend large structures of this nature, it is our opinion that given the size of the combined lots and their location, it will not negatively impact our view or the neighbourhood in general. Therefore, we are in favour of this development.

We would like to add that all services, electrical and otherwise, should be underground, in order to avoid unsightly pole lines. Some walking trails should also be planned around the property to accommodate hikers heading to and from Cockold Cove and Signal Hill.

Respectfully submitted,



Maurice and Bernadette Arsenault
■ Barrows Road
St. John's, NL
■



FW: 46 & 48 Barrows Rd

David Fong

to:

cityclerk

2017/06/02 05:06 PM

Hide Details

From: "David Fong" [REDACTED] >

To: <cityclerk@stjohns.ca>

History: This message has been replied to.

Application - 46 & 48 Barrow's Road

An Application has been submitted requesting permission to consolidate two lots located at *46 & 48 Barrow's Road *to create a larger lot on which to construct a single detached dwelling that exceeds the requirements of the Quidi Village Overlay Zone and Design Guidelines. The dwelling will have a proposed total floor area of 222m2 and the proposed building height is 10.5 metres to the roof peak.

To: City Clerk, City of St. John's

Please be advised that we (David & Paulette Fong) residents of [REDACTED] Barrows Rd in Quidi Vidi would like to be known & recorded on the public record that we support the application put forward by Brian & Melissa Dalton for the development of 46 & 48 Barrows Rd:

1. We have viewed the application & plans; in our opinion the design will fit nicely into the Quidi Vidi development plan
2. The residence proposed by the Daltons will be situated to the east of our home at 40B Barrows; we don't see anything such as sight planes, blocking of any view or any impediment which would give us concern. The Dalton residence will be practically next door to us & we see no issue with what they are proposing to build
3. In fact the land proposed to be developed by the Daltons has been vacant with preliminary rock busting carried out by Mr. Greg Walsh sometime ago (2 years+). It will be nice to see this land developed & landscaped
4. As for the Dalton's proposal to combine 46 & 48 and build a single structure, we see no issue

Regards,

David & Paulette Fong

[REDACTED] Barrows Rd.

St. John's NL



Re: 46 & 48 Barrow's Road application

Patrica Grattan

to:
cityclerk

2017/06/05 07:58 PM

Cc:

soleary, "Dave Lane"

Hide Details

From: "Patrica Grattan" [REDACTED]

To: <cityclerk@stjohns.ca>

Cc: <soleary@stjohns.ca>, "Dave Lane" <dlane@stjohns.ca>

City Clerk

June 5, 2017

City of St. John's

Box 908

St. John's, NL A1C 5M2

Re: Application for consolidation of lots at 46 and 48 Barrow's Road, Quidi Vidi

Dear Madam:

I am writing to oppose the requested consolidation of the above two lots in Quidi Vidi village. It is not that I have an inherent objection to the consolidation but that I strongly object to what it enables, the proposed construction on the land of a single dwelling that contravenes planning regulations for the area.

Your own notice of the application for consolidation confirms that the proposed dwelling exceeds requirements of the Quidi Vidi Village Overlay Zone and Design Guidelines because of the intended scale and height. I would be interested to know whether it conforms in any real respect to other design guidelines either.

As a taxpayer and a citizen with an interest in design and urban planning that enhance this city, I simply do not understand the following two issues.

Why does this City Council spend money on Tract Consulting's careful study and recommendations that led to development of the Quidi Vidi Overlay Zone and Design Guidelines if it does not intend to implement them?

Why, if there are planning parameters and requirements, does the City's Planning staff even entertain proposals that exceed them? Why do they not advise land-owners, developers, and architects NOT to bring forward non-conforming proposals?

It must be galling for business owners and developers (I'm thinking here of Todd Perrin at Quidi Vidi, others in the downtown core) who respect regulations and both the reality and the intent of planning documents and then see Council enabling others to subvert them.

Councillor Lane's letter in today's Telegram details a few steps taken toward better protection of heritage properties. But it also is essential to ensure that inappropriate properties (by scale, design, purpose) are not built in the first place. Protection of spaces, whether a unique "village", a streetscape, a treed neighbourhood, green spaces,

also is critical in the shaping of a liveable modern city.

Yours truly

Patricia Grattan

■ Winter Place

St. John's, NL

■

■



[Released from Quarantine] Fw: PUBLIC NOTICE - 46 & 48 Barrow's Road - Brian Dalton's proposed house
 Randy Walsh
 to:
 cityclerk@stjohns.ca
 2017/06/07 09:05 AM
 Hide Details
 From: Randy Walsh [REDACTED] >
 To: "cityclerk@stjohns.ca" <cityclerk@stjohns.ca>
 History: This message has been forwarded.

1 Attachment



Discrimination - Barrow's Road.rtf

This was sent to the wrong email address; should have been cityclerk@stjohns.ca instead of the other email in the notice - planning@stjohns.ca.

Hopefully one of City planning staff cc'd on my previous email brought my response to the appropriate office.

Thanks,

Randy Walsh

From: Randy Walsh [REDACTED]
Sent: June 6, 2017 8:20 AM
To: Planning
Cc: Judy Ryerson Quidi Vidi Foundation; AUDREY MCINNIS; Norman MITCHELL; Craig Barnes; Sherry & Mac Mccann; Gerald Power; Jonathan Galgay; Brian Dalton
Subject: PUBLIC NOTICE - 46 & 48 Barrow's Road - Brian Dalton's proposed house

Good Morning,

I am the adjoining property owner at #52 Barrow's Road, with **0 meters** between Brian Dalton's proposed property development and my property, yet **I DID NOT RECEIVE A COPY OF THE WRITTEN PUBLIC NOTICE** which other neighbours who are farther way, received.

I just recently had dealings with the City in Provincial and Supreme Courts regarding the discriminatory nature of their treatment of me and my land at 52 Barrow's Road. This is another blatant example of DISCRIMINATION.

As I told Jason Sinyard and Ken O'Brien, I wanted the discriminatory statement removed from the **Overlay which states I cannot build on my own land unless the neighbour allows public access down through his property. See page 40 in the QVV Overlay. Brian Dalton will not be interested in giving up his land so I can build.**

All the existing property owners in Quidi Vidi Village have been told they cannot build anything bigger than 900 Sq. Ft. , yet the City is considering approval of an 35 X 55 ft. house, which is more than double the size they say anyone else can build. Some owners can only add 25% to their house sizes, even though they own much bigger properties.

I am registering my Objection to this Application without a Public Hearing on the basis of this discrimination.

Randy Walsh

See Attachments

Re: Barrows Road and the overlay report

RW

Randy Walsh

Reply|

Tue 05-16, 11:02 AM

Ken O'Brien (kobrien@stjohns.ca)

Morning Ken,

Of course, I want to discuss it further! I wouldn't have put my time and effort into this matter to bring it before a Court of Law if I wanted to drop it now.

As per our last conversation in Provincial Court on April 19, 2017, and recent arguments presented in the Supreme Court, the Quidi Vidi Village Overlay Report is inherently discriminatory by building into the report the statement that the neighbouring property owner must give a right of way down through their property before I would be allowed to build on my property! As you probably know, Brian Dalton is in the process of buying my brother's property, and I can assure you, he would not be willing to give up land he buys, to allow me to build on my land. This statement needs to be removed. (1)

(2) My property wasn't correctly identified, didn't encompass all of my property at 52 Barrows Road, so this needs to be corrected.

(3) At the present moment, my land is divided up into 3 different zones. I have asked over and over to have this corrected and make all of my land the same zone - preferably QVV - Quidi Vidi Residential, which is the same as my neighbours on the same side of the road.

Jason Sinyard, you, and I agreed to work this out, and it could be done, quite simply, as was done with the letter respecting the Barnes' property where the Consultant had made an error in zoning.

So, when do you want to get together to sort this out?

Randy

From: Ken O'Brien <kobrien@stjohns.ca>

Sent: May 15, 2017 4:12 PM

To: Randy Walsh

Subject: Barrows Road and the overlay report

Randy, I am following up with you about the Quidi Vidi Village overlay report and your land at or beyond the end of Barrows Road. We met last year about it, and you and I had a phone conversation about it on Sept. 29 of 2015.

Do you want to discuss it further? Can you give me any written comments? Especially, can you advise what you hope to do about it?

Regards,

Ken O'Brien

.....

Ken O'Brien, MCIP | Chief Municipal Planner

City of St. John's - Planning, Engineering and Regulatory Services

Phone 709-576-6121

Fax 709-576-2340


Email kobrien@stjohns.ca

John J. Murphy Building (City Hall Annex), 4th floor - Mail: PO Box 908, St. John's, NL, Canada A1C 5M2

* MCIP - Member of the Canadian

Institute of Planners



Re: Application for meeting June 19 
City Clerk and Council to: elizabeth.ring54
Sent by: **Elaine Henley**

2017/06/07 10:49 AM

Cc: cityclerk, Jason Sinyard, Ken O'Brien, Lindsay Lyghtle
Brushett, Dave Wadden, Gerard Doran, Andrea Roberts, Karen
Chafe, Planning, Kathy Driscoll, Ashley Murray, Arthur

Good Morning Mr. & Mrs. Ring:

We acknowledge receipt of your email and advise that your concerns have been forwarded to the City's Department of Planning, Engineering and Regulatory Services for consideration.


We thank you for your feedback.

Elaine Henley
City Clerk

elizabeth.ring54

This email is in response to the proposed applica...


2017/06/05 02:11:36 PM

From: 
To: cityclerk@stjohns.ca
Date: 2017/06/05 02:11 PM
Subject: Application for meeting June 19

This email is in response to the proposed application to construct a dwelling at 46 and 48 Barrow's Road. We are opposed to the creation of a dwelling that exceeds the Quidi Village Overlay Zone and Design Guidelines of 200 m sq, especially where it is located so close to the harbour entrance. The size of the proposed building is once again chipping away at the uniqueness of Quidi Vidi Village. If the St.John's City Council wish to benefit from tourism to a "traditional fishing village ", it needs to oppose the further development of these enormous homes.

In closing, if the Quidi Village Overlay Zone and Design Guidelines have any merit, this application should have been denied from the start by the St.John's City Council.

Thank you for considering our concerns.

Elizabeth and Paul Ring
 Quidi Vidi Village Rd.
Sent from my iPad



46/48 Barrows Rd Application

Andrew Ward to: cityclerk

2017/06/01 06:51 AM

History:

This message has been replied to.

To whom it may concern,

I am writing to express my disagreement with the proposed structure submitted to combine lots 46 and 48 Barrows Rd.

Over the last several years, we've seen too many large, modern styled homes constructed in Quidi Vidi village, and it is a shame to see the aesthetic of the village sacrificed for more generic, "urban" dwellings.

Quidi Vidi has always been the most unique area of the city of St. John's, giving residents and visitors alike the chance to experience an outport right in the city. Guidelines have been created by the city to manage developments in the village, but it seems these guidelines can be easily overruled with the proper application of money, and lack of respect for the spirit of the community.

Please reject the application to combine 46 and 48 Barrows Rd, and strive to maintain what is left of the beauty and charm of Quidi Vidi village.

Thank you,

Andrew Ward.



Application 46 &48 Barrows Rd

Brian Young

to:

cityclerk@stjohns.ca

2017/06/02 09:59 AM

Hide Details

From: Brian Young [REDACTED] >

To: "cityclerk@stjohns.ca" <cityclerk@stjohns.ca>

History: This message has been replied to.

Hi To whom it may concern,

I have reviewed the request for discretionary use to build the structure of 220m². I think the amount of m² space far exceeds the requested 222m². I think you should recalculate the three floors areas and revise the application to reflect the actual size being requested.

You should also be reminded that the quidi vidi overlay plan does not permit this size of building and is not in keeping with the approved plan.

If you are going to approve such a discretionary application, you must consider all future request on the same merit that this application is being considered.

Other than my stated concerns I believe the application stands on it own as per design and vernacular within the setting of Quidi Vidi and wopuld be a welcomed addition.

[Brian Young](#)

Quidi Vidi

REPORTS/RECOMMENDATION

Development Committee

June 13, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

- 1. Variance Request for Rear Yard Requirement
PER# INTI 7000714
69 Parsonage Drive**

It is recommended that Council approve the 10% rear yard variance.

- 2. PER DEV1700116 - The Residence at Littledale
Proposed Four Storey Assisted and Independent Living Facility; and
Terms of Reference for a Land Use Assessment Report (LUAR)
220 Waterford Bridge Road**

It is recommended that Council set a Terms of Reference for a Land Use Assessment Report (LUAR) in line with the Section 10.32.3 (e) of the St. John's Development Regulations. A draft Terms of Reference is attached for your review.

**Jason Sinyard
Deputy City Manager – Planning, Engineering & Regulatory Services
Chairperson**

DECISION/DIRECTION NOTE

Title: Variance Request for Rear Yard Requirement
PER# INT17000714
69 Parsonage Drive
Applicant: Terry Hodder

Date Prepared: June 13, 2017

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 1

Decision/Direction Required:

To seek approval for a 10% variance on rear yard requirement.

Discussion – Background and Current Status:

An application was submitted to construct a new dwelling at 69 Parsonage Drive. The property is situated in the Residential Low Density (R1) Zone where the Minimum rear yard requirement is 6 metres. The proposed dwelling would reduce the rear yard to 5.4 metres.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
Abutting property owners of 69 Parsonage Drive.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:
Section 8.4 of the St. John's Development Regulations
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.

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9. Other Implications: Not applicable.

Recommendation:

It is recommended that Council approve the 10% rear yard variance.

Prepared by/Signature:

Ashley Murray – Assistant Development Officer

Signature: Ashley Murray

Approved by/Date/Signature:

Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services

Signature: 

AAM/dlm

Attachments: Not applicable.

DECISION/DIRECTION NOTE

Title: PER DEV1700116
The Residence at Littledale
Proposed Four Storey Assisted and Independent Living Facility; and
Terms of Reference for a Land Use Assessment Report (LUAR)
220 Waterford Bridge Road

Date Prepared: June 15, 2017

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister – Development Committee

Ward: 3

Decision/Direction Required:

To seek adoption by Council of the Terms of Reference for a Land Use Assessment Report (LUAR) of the above noted development.

Discussion – Background and Current Status:

The subject property was once part of the Littledale, Sisters of Mercy complex and is located at the rear of the property located at 220 Waterford Bridge Road. A portion of the property was rezoned to the Commercial Office Hotel (COH) Zone and buildings on the property were converted to office space (The Tower Corporate Campus). The remaining property is situated in the Intuition (INST) Zone.

The applicant has applied to construct a four storey building consisting of 124 units for assisted and independent living. The application conforms to the yard requirements of the INST Zone. However, the proposed building exceeds the maximum allowable height of three storeys in the INST Zone. In such an instance, Section 10.32.3 (e) of the St. John's Development Regulations may allow an increase in height subject Council's requirement of a LUAR. This matter was reviewed by the City's Development Committee on June 13, 2017.

Key Considerations/Implications:

1. Budget/Financial Implications:
Cost to advertise the application and Land Use Assessment Report (LUAR).
2. Partners or Other Stakeholders:
Property owner and nearby owners and residents.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.

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4. Legal or Policy Implications:
Conforms to the St. John's Development Regulations yard requirements. Additional height subject to Section 10.32.3 (e) of the St. John's Development Regulations.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications- Not applicable.
7. Procurement Implications- Not applicable.
8. Information Technology Implications- Not applicable.
9. Other Implications- Not applicable.

Recommendation:

It is recommended that Council set a Terms of Reference for a Land Use Assessment Report (LUAR) in line with the Section 10.32.3 (e) of the St. John's Development Regulations. A draft Terms of Reference is attached for your review.

If accepted by Council, the draft Terms of Reference should then be advertised as per Section 5.5 of the St. John's Development Regulations.

Prepared by/Signature:

Gerard Doran, C.E.T.-Development Supervisor

Signature: _____

Approved by/Date/Signature:

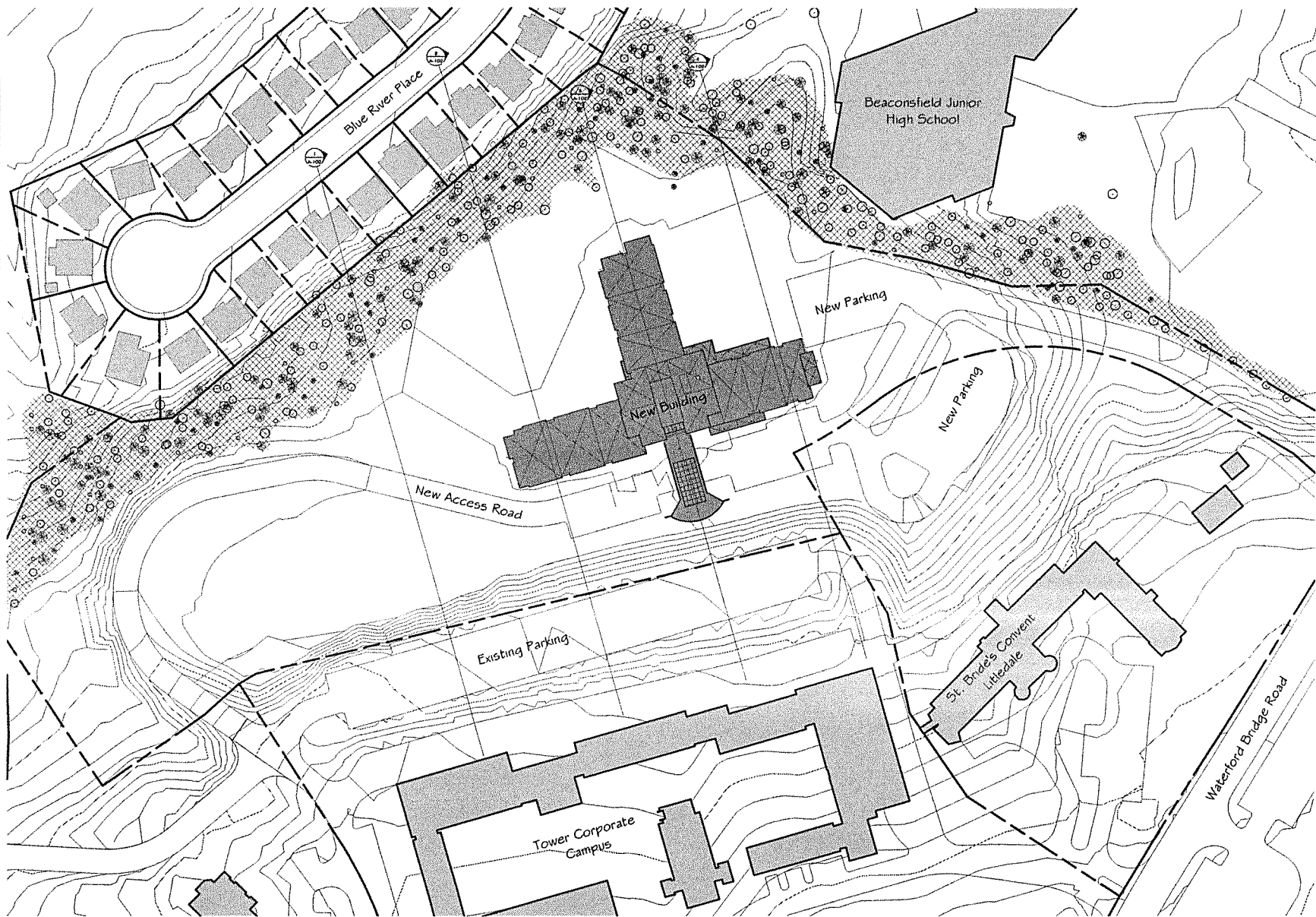
Jason Sinyard, P.Eng., MBA, Deputy City Manager – Planning, Engineering and Regulatory Services

Signature: _____

Attachments:

Location map
Draft Terms of Reference

6/5/2017 9:39:45 AM



Site
A-101
1:500



49

Legend Architecture Inc.
440 Water Street, 2nd Floor
St. John's, NL
A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@legend.ca
www.legend.ca

Do not scale from this drawing. The Engineer is to verify all dimensions on site before proceeding with the work.

Notes

Mechanical & Electrical
CORE
ENGINEERING LTD.
57 Main Street
St. John's, NL A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@core.ca
www.core.ca

Structural
PINTO
ENGINEERING LTD.
Suite 410, 410 Water Street
St. John's, NL A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@pinto.ca
www.pinto.ca

Civil
Arva
110 Water Street
St. John's, NL A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@arva.ca
www.arva.ca

Landscape
MILLS & WRIGHT
LANDSCAPE ARCHITECTS
110 Water Street
St. John's, NL A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@millsandwright.ca
www.millsandwright.ca

Kitchen
A DAY IN LIFE
Foodservice Development
110 Water Street
St. John's, NL A1A 1A6
T: (709) 754-7123
F: (709) 754-7124
info@adayinlife.ca
www adayinlife.ca

Revisions

Client
Jendore Limited

Project
The Residence at Little Dale

Location
240 Waterford Bridge Road
St. John's, NL

Site Plan

Scale: 1:500
Date: May 2017
Drawn By: G. Martin
Checked By: C. Samson
Job Number: 15-1422

A-101

Terms of Reference
Land Use Assessment Report (LUAR)
Application to Development at 220 Waterford Bridge Road
Institutional (INST) Zone
Applicant: LAT49 Architecture Inc.

The proponent shall identify significant impacts and, where appropriate, also identify measures to mitigate impacts on land uses adjoining the subject property. All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with these terms of reference, and the terms of reference shall be included as part of the report (including an electronic PDF version with a maximum file size of 15 MB). A list of those persons/agencies who prepared the report shall be provided in the report. The following items shall be addressed by the proponent at its expense:

A. Building Size, Height and Location

- Identify graphically the location and height of the proposed building.
- Identify how the building's style and scale fits into the developed property, The Tower at Corporate Campus with the look and feel of an institutional building.
- Using renderings and cross-section drawings, identify the effect of the proposed building on properties in the vicinity of the site in terms of the following criteria:
 - Identify the distance of the proposed building to property lines.
 - Identify the view of the proposed building from the residential dwellings at Blue River Place.
 - Possible shadowing and loss of privacy on adjacent properties.
 - Information on proposed patios or balconies and exterior lights.

B. Building Materials

- Provide elevations of the proposed building.
- Identify the materials, finish and colour of exterior building materials.

C. Off-street Parking

Identify the location of the driveway and off-street parking spaces.

D. Municipal Water and Sewer Services and Stormwater Detention

Identify the method to manage storm water run-off from the site by the design of a storm detention system on the property.

REPORT
FINANCE AND ADMINISTRATION COMMITTEE - CITY COUNCIL
June 13, 2017– 12:00 p.m. – Conference Room A

Present Councillor Jonathan Galgay, Chair
 Councillor Sheilagh O’Leary
 Councillor Bruce Tilley
 Councillor Danny Breen
 Councillor Sandy Hickman (12:18)
 Deputy Mayor Ron Ellsworth (12:10)

Others Kevin Breen, City Manager
 Derek Coffey, Deputy City Manager – Financial Management
 Tanya Haywood, Deputy City Manager – Community Services
 Lynnann Winsor, Deputy City Manager – Public Works
 Jason Sinyard, Deputy City Manager – Planning Eng. & Regulatory
 Services
 Cheryl Mullett, City Solicitor
 Sean Janes, City Internal Auditor
 Roshni Antony, Manager – HR Advisory Services
 Maureen Harvey, Legislative Assistant
 Stacey Corbett, Legislative Assistant

a. Decision Note dated June 7, 2017 re: The Cooperators - \$1000 Donation to Registered Charity

The Cooperators have offered to make a \$1,000 donation on behalf of the City to a registered charity of our choice again this year.

Recommendation

Moved - Councillor Tilley; Seconded - Councillor O’Leary

That approval be given to donate the money on behalf of the City to Habitat for Humanity NL

CARRIED UNANIMOUSLY

b. Decision Note dated June 8, 2017 re: End of Employment Policy

Roshni Antony presented the new “End of Employment Policy” to the committee. The policy provides the principles guiding the termination of employment of employees of the City of St. John’s other than for cause, be it voluntary (i.e. retirement or resignation) or involuntary (i.e. death, redundancy or termination without cause).

Recommendation

Moved – Councillor Breen; Seconded – Councillor O’Leary

That the End of Employment Policy be approved as presented.

CARRIED UNANIMOUSLY

c. Decision Note dated June 1, 2017 re: Revisions – Policy No. 01-04-01 – Records and Information Management Policy

Council considered the above noted seeking approval to revise the Records and Information Policy by replacing the current Schedule “B” – Records Retention Schedule. This is in keeping with the recommendation of a recent audit that was presented to the Audit & Accountability Standing Committee

Recommendation

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hickman

That Council approve changes to Schedule B of the Records and Information Management Policy such that it includes only the Current Retention Period.

CARRIED UNANIMOUSLY

d. Decision Note dated June 8, 2017 re: Election Finance By-Law - Amendments

Cheryl Mullett presented and explained the changes proposed by Legal to the Election Finance By-Law to the committee.

Recommendation

Moved – Councillor Breen; Seconded – Councillor O’Leary

It is recommended Council approve Election Finance (Amendment No. 1, 2017) By-Law as recommended. This amendment will ensure alignment with the Municipal Elections Act regarding contributions.

CARRIED UNANIMOUSLY

e. Decision Note dated June 5, 2017re: Regatta Luncheon

The Committee considered the above-noted which sought approval for the City to host the Royal St. John's Regatta Committee's annual Hall of Fame Induction Luncheon.

Recommendation

Moved – Councillor Tilley; Seconded – Councillor Breen

It is recommended that Council grant approval to host the annual Hall of Fame Induction Luncheon for the Royal St. John's Regatta Committee on July 26, 2017.

CARRIED UNANIMOUSLY

f. Decision Note dated June 7, 2017 re: Shad Memorial Sponsorship

Consideration was given to the above-noted decision note which requested approval for the City to host a luncheon and tour of the City for the staff and students of Shad Memorial 2017.

Recommendation

Moved – Councillor Breen; Seconded – Deputy Mayor Ellsworth

It is recommended that Council approve a luncheon and tour on or about July 26, 2017 for staff and students of Shad Memorial 2017.

CARRIED UNANIMOUSLY

g. Decision Note re: SJRFD Honour Guard

The St. John's Regional Fire Department (SJRFD) Honour Guard is seeking financial support from the City to attend the "Canadian Fallen Firefighter Foundation's Memorial Weekend" in Ottawa in September, 2017. While the request does not meet the criteria for support under the Financial Support for Meetings and Conventions Policy, the following recommendation was put forward:

Recommendation

Moved – Councillor Breen; Seconded – Councillor Tilley

That a request be for funding assistance in the amount of \$1,000 be issued to each of the regional partners of Regional Fire Services

CARRIED UNANIMOUSLY

h. Information Note re: 2017 Quarter 1 (Jan 1 to Mar 31) Expenditure and Revenue Variance Report

The above report was discussed by the committee for information purposes.

Revenues

Comparison of year-to-date actual revenues against the year-to-date budget shows an overall favorable variance of 6.57%. That said, it is early in the year and there are still a number of timing issues to be resolved, particularly under the categories, "Grants Other Governments", and "Other Transfers". On the whole, revenues appear to be on target.

Expenditures

Overall, Quarter 1 expenditures versus the year-to-date budget produces a favorable variance of 7.64%. Like revenues, it is early and there are still some timing issues to resolve. At this point in time, there are no indications that there will be material variances for 2017.

Overall Net Budget

After the City's budget is approved, it is continually updated throughout the year for known changes, or for adjustments to and from other departments. This "adjusted" or "working" budget is what is reflected in this report, and is a snapshot at a point in time of what the City's estimate of the final position for the year will be. As at the end of Quarter 1, the annual budgeted Net Deficit of \$728,618 represents a 2.5% variance on a Gross budget of \$295 M. There are a number of adjustments that have been made to the working budget in Quarter 2 that have brought the Net Budget back to balanced. At this point in time there is no indication of a material surplus or deficit for 2017.

i. Information Note re: Process Improvement Initiative – Next Steps

The above note was discussed by the committee for information purposes. The document illustrates the intent of staff to plan for, and implement the continuous improvement capacity and culture initiative for the City as part of the Accountability Framework approved by Council in March 2017. Updates will be provided throughout the process.

j. Information Note re: Collection on Commercial Accounts

Consideration was given to the Information Note dealing with the City's collection efforts on commercial accounts.

The collection process provides for the following:

- a. Referral to a collection agency
- b. Requesting payment from mortgage lenders
- c. Filing a Statement of Claim
- d. Cutting water services
- e. Initiation of tax sale

The above methods are used in different circumstances. Historically the City has not necessarily used some of these methods on commercial properties. On a go forward basis,

procedures such as cutting water and initiating tax sale will become more frequent for commercially owned properties.

DECISION/DIRECTION NOTE

Title: The Cooperators - \$1,000 Donation to Registered Charity

Date Prepared: June 7, 2017

Report To: Finance and Administration Committee

Councillor and Role: Jonathan Galgay, Chair

Ward: 2

Decision/Direction Required:

The Cooperators have offered to make a \$1,000 donation on behalf of the City to a registered charity of our choice again this year. Please select the charity. Suggestions are included in the *Recommendations* section below.

Discussion – Background and Current Status:

The City selected the Community Food Sharing Association last year.

Key Considerations/Implications:

1. Budget/Financial Implications
N/A
2. Partners or Other Stakeholders
N/A
3. Alignment with Strategic Directions/Adopted Plans
N/A
4. Legal or Policy Implications
N/A
5. Engagement and Communications Considerations
N/A
6. Human Resource Implications
N/A
7. Procurement Implications
N/A

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8. Information Technology Implications
N/A

9. Other Implications
N/A

Recommendation:

A few suggestions:

Choices for Youth

Stella Burry Foundation

Kids Eat Smart Foundation

Habitat for Humanity NL

United Way of NL

Bridges to Hope

Prepared by/Signature: Sarah Hayward

Approved by/Date/Signature:

A handwritten signature in black ink, appearing to be a stylized 'S' or 'H' with a long horizontal stroke extending to the right.

Attachments:

DECISION/DIRECTION NOTE

Title: End of Employment Policy

Date Prepared: June 8, 2017

Report To: Finance and Administration Committee

Councillor and Role: Jonathan Galgay

Ward: 2

Decision/Direction Required: Approval of “End of Employment Policy”

Discussion – Background and Current Status:

The policy provides the principles guiding the termination of employment of employees of the City of St. John's other than for cause, be it voluntary (i.e. retirement or resignation) or involuntary (i.e. death, redundancy or termination without cause).

One of the recommendation from an external review of management compensation was that “Letters of hire/contracts of employment should be consistent in terms of period of notice required for either the employer or the employee to terminate employment and consistent with a pay in lieu of notice policy”. As a result, the development of this policy was deemed a priority.

The City's current policies do not address the compensation to be paid to an employee when working notice is not provided (Termination pay - for termination of employment without cause) and the current Severance pay policy is specific to a retiring allowance. While there is legislation governing both, most employers have a policy which meets or exceeds the legislative requirements, primarily to minimize the risk of wrongful dismissal legal actions.

Where there is no explicit agreement between the employer and the employee governing termination or notice, the court will imply into the parties' employment contract an unwritten term for termination on “reasonable notice”. With this comes an obligation for the employer to provide reasonable notice of termination of employment or payment in lieu of notice in the event of a termination without cause. Failure to provide an employee with reasonable notice gives rise to an action for damages for “wrongful dismissal”.

A review of common law show that reasonable notice is usually greater than statutory minimum entitlements to notice. The determination of reasonable notice varies from case-to-case, and is dependent upon a number of factors, including the following:

- employee's age;
- position and responsibilities held by the employee;
- length of service of the employee;

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- quantum of the employee's remuneration; and
- availability of replacement employment.

The policy addresses the following types of end of employment situations and covers the principles to be considered with respect to notice period, pay in lieu of notice, retiring allowance (severance pay), benefits, salary continuance, full and final release agreements, etc.:

Resignation: Notice of resignation would be a minimum of 2 weeks except during probation when a shorter period is acceptable. Under special circumstances on the discretion of the employer, a shorter period may be acceptable.

Retirement: Notice of retirement would be a minimum of 60 days. Retirement allowance pay (currently referred to as Severance) will be based on the employee's permanent position salary at the date of retirement, and will be payable at a rate of 1 week's pay per year of service. Retirement Allowance will be subject to the following:

Retirement Allowance will be payable to the employee's estate in the event of the employee's death.

Redundancy or Termination without Cause: In both situations "reasonable notice at common law", which is usually in excess of statutory minimum requirements. This will be based on multiple factors including years of service, age, responsibility and position at the time of termination, and probability of similar employment in the current market. In no case will this notice be less than the notice provided for in the Labor Standards Act. Some employers prefer a table with fixed notice periods, others prefer a more flexible approach with a scope for negotiation. The City's Policy goes with the flexible approach reviewing the above parameters and taking advice from legal based on the current case law at that time.

Key Considerations/Implications:

1. Budget/Financial Implications

- Costs related with end of employment situations can be planned for and estimated in advance.
- Risk of litigation costs could be reduced when a consistent approach is used.
- Employees will be informed of the termination pay conditions thereby minimizing /eliminating any negotiation process

2. Partners or Other Stakeholders

- The policy impacts all executive, management and non-unionized employees.

3. Alignment with Strategic Directions/Adopted Plans

- The policy aligns with the strategic direction of being Fiscally Responsible as well as being an Effective Organization.

4. Legal or Policy Implications

- The policy has to align with all applicable legislation and case law.

5. Engagement and Communications Considerations

- The policy needs to be communicated to the following and the City's Communication division will be consulted for the same:
- All Employees

6. Human Resource Implications

- The Human Resources Division will need to communicate to all employees affected by the Policy that their terms of employment have been changed and provide clarification on the Policy

7. Procurement Implications

NA

8. Information Technology Implications

NA

9. Other Implications

Recommendation:

Approve the End of Employment Policy (attached). The policies that will be rescinded with the introduction of this new Policy are:

03-09-03 Severance Pay

03-09-08-Notice of Retirement

Prepared by/Signature: Roshni Antony

Approved by/Date/Signature: Sarah Hayward

Attachments: Policy: End of Employment

CITY OF ST. JOHN'S CORPORATE AND OPERATIONAL POLICY MANUAL	
POLICY TITLE: End of Employment Policy	POLICY #:
LAST REVISION DATE:	POLICY SECTION:
POLICY SPONSOR: Director, HR	

1. Policy Statement

This policy is intended to provide direction to departments and employees when a decision is made by either party to end the employment relationship.

1.1 RESIGNATIONS

Notice of resignation from the employee must be a minimum of 2 weeks except during probation when a shorter period is acceptable. Under special circumstances on the discretion of the employer, a shorter period may be acceptable.

The employee would be expected to work the notice period unless it is agreed by the City Manager that the notice need not be worked.

1.2 RETIREMENT

This section applies to employees who are enrolled in the City's Pension Plans and are eligible to retire. Where the Collective Agreements stipulate specific provisions on retirement, those would apply for employees within those bargaining units.

1.2.1 Notice of retirement

The notice of retirement would be a minimum of 60 days.

1.2.2 Rescinding Retirement

Where an employee decides that they do not want to retire, the time frame to rescind the retirement is 30 days. In exceptional circumstances the Director of HR may accept a withdrawal of retirement within a shorter time frame.

1.2.3 Retirement Allowance Pay

Retirement allowance pay (previously referred to as Severance) will be based on the employee's permanent position salary as of the date of retirement in accordance with the employee's pension

plan, and will be payable at a rate of 1 week's pay per year of service and pro-rated for their partial year of service. Retirement Allowance will be subject to the following:

- Retirement Allowance will be payable only to employees who have been hired post Dec 31st, 1979 .
- Retirement Allowance will be payable to the employee's estate / employee's nominated beneficiary in the event of the employee's death.
- Management employees who transferred to the City from The Goulds, St. John's Regional Fire Department, Wedgewood Park and Metro Board as part of the 1992 amalgamation will be paid the above on retirement only. If the employee has been paid severance by the previous employer then any allowance paid under this policy will be based on years of service with the City since 1992. If no severance was paid by the previous employer, the allowance shall include the individual's service with the predecessor employer provided that the service is continuous with the employee's service as a direct employee with the City of St. John's.

1.2.4 Group Insurance

- In the event the employee's lifetime pension is eligible for the small benefit commutation as per the Pension Plan text, the employee may opt to receive a lump sum payment equal to the commuted value of the benefits. If the employee chooses to take the commuted value lump sum payment, they are not entitled to continue with the Group Insurance benefits. If they choose to receive an ongoing lifetime pension payment, they qualify to retain the Group Insurance benefits.

1.2.5 Eligibility

Employees not enrolled in the City's Pension Plans are not eligible for any of the benefits identified in Section 1.2.

1.3. REDUNDANCY

Permanent employees whose positions are eliminated will receive notification of termination of employment in accordance with the provisions under Section 1.5.1.

1.4. TERMINATION WITHOUT CAUSE

The City may terminate the employment relationship for reasons that are not related to cause or involving position elimination.

1.5. TERMS OF END OF EMPLOYMENT WITHOUT CAUSE

The below provisions would apply to Employees terminated as per section 1.3 or 1.4. Employees are required to work with Human Resources in confirming employment benefits due at termination, including any options available to the employee for continuation of benefits.

1.5.1 Notice period

Employees may be required to work their notice period or a portion thereof subject to the discretion of the Department Manager.

When employment is terminated without cause, departments will provide a fair and reasonable written notice of termination of employment. This will be based on multiple factors including years of service, age, responsibility and position at the time of termination, and probability of similar employment in the current market. In no case will this notice be less than the notice provided for in the Labor Standards Act. The number of weeks of notice commences as of the date of the letter which notifies the employee that he/she has been terminated.

1.5.2 Pay in Lieu of Notice

Departments may provide employees, whose employment is terminated without cause, with pay in lieu of notice in accordance with 1.5.1. The default payment option for pay in lieu of notice is salary continuance unless the City Manager determines a lump sum payment to be more appropriate.

At the end of the notice period, the employee may be eligible to receive retirement allowance, if they are retiring.

1.5.3 Salary Continuance Option

a) If pay in lieu of notice is approved, employees will receive the pay in lieu of notice as salary continuance as the default payment option. Employees receiving pay in lieu of notice as salary continuance maintain an active employee status until their effective date of termination despite not having to report for work during the notice period.

b) During the period of salary continuance, the employee is not entitled to salary step increases however will receive any general economic wage adjustments.

c) Vacation and sick leave credits will not be earned during the salary continuance period

d) Employees will continue to accrue service for the purpose of calculating Retirement Allowance in accordance with Sec1.2

e) Employees are required to consult with the Pensions and Benefits Division of Human Resources as to the impact of termination of employment on the availability or continuation of optional insurance coverage.

1.5.4 Lump Sum Payment Option

a) If pay in lieu of notice is approved, the City Manager on the employee's request may determine that a lump sum payment is the most appropriate payment option. The value of the salary and benefits will be determined in reference to the salary on the last day worked taking into account any known general economic wage adjustment increases scheduled to occur during the notice period.

b) Once approved, as of the effective date of termination, the employee ceases to be enrolled in the City's Pension and Group Insurance plans. In lieu thereof for Group Health and Group Life Insurances and pension benefits, a cash value equal to 10% of the pay in lieu of notice will be provided.

1.5.5 Career Transition Services

a) Career transition services will be provided to the employee through an external consultant as determined by the City. Such career transition services must be taken as a service; should the employee choose not to take the career transition services, no cash in lieu will be provided.

b) Employees who choose to retire will not be provided with career transition services

1.5.6 Legal Advice

Reimbursement of professional fees to a maximum of \$500.00 for having the separation package reviewed by a lawyer and/or financial advisor will be reimbursed on receipt of the invoice.

1.5.7 Benefits

The City provides a range of benefits with respect to insurance and options for pension depending on the employees' date of hire, employee group and other relevant factors. Details can be found in the employee benefits section on "My City" For specific details of individual plans, Human Resources must be contacted.

1.6 SICK LEAVE

(a) Employees hired after December 31, 1979, there is no payment for unused accrued sick leave.

(b) Employees hired on or before December 31, 1979 will be paid the balance of their sick leave bank up to a maximum of 200 days. This allowance will be paid on severance, retirement in accordance to the City's Pension Plan, or death. In the case of death, payment will be made to the employee's estate.

1.7 RELEASE

Employees receiving a separation package will be required to sign a Full and Final Release and Agreement of Notification.

The purpose of these documents is as follows:

- To release the City from any future claims by the employee including but not limited to the Human Rights Code, the Occupational Health and Safety Act, Short and Long Term Disability, and wrongful dismissal.
- To ensure confidentiality surrounding the negotiation of the terms of the separation and to ensure notification of disclosure only as required by law.

1.8 RE-EMPLOYMENT OF FORMER EMPLOYEES AFTER REORGANIZING

a) Former employees who were terminated without cause cannot be rehired by the city or any of its special purpose bodies as an employee or consultant, for a period of two years starting from an employee's separation date. Any employee who is rehired after the two year period is considered a "new" employee in terms of salary, benefits and seniority.

b) An individual may be rehired under extenuating circumstances before the two-year period expires, for example when a former employee with specialized skills and/or experience is required to work on a special project. The individual would be hired on a short-term basis if in a management position or on a temporary or casual status if in a bargaining unit position.

c) Any rehiring must be recommended by the City Manager

2. APPLICATION

This policy applies to all employees of The City. Where an employee has in his or her employment contract, or the collective agreement, specific provisions for termination of employment which vary from the terms of this policy, the provisions in his or her employment contract / collective agreement will prevail.

3. RESPONSIBILITIES

3.1 EMPLOYEES

It is the responsibility of employees to:

- provide the employer with the appropriate period of written notice of his/her resignation / retirement as specified in this policy and related procedures.
- seek information from Human Resources, about the benefits which may be due at end of employment, such as accrued severance, leave entitlements, group insurance and any applicable pension benefits.

If terminated without cause,

- work their notice period unless the employee receives pay in lieu of notice for the entirety, or a portion, of the notice period. An employee who fails or refuses, for reasons unacceptable to the department, to work a notice period, or a portion of a notice period, will have their entitlement to notice and/or pay in lieu of notice correspondingly reduced;
- if desired, submit a request, in writing, to the City Manager for pay in lieu in the form of a lump sum payment.

Redundancy

- seek information from Human Resource about the benefits which may be due at termination. Any discrepancies in benefits owing, or paid, should be immediately reported to Human Resource.

3.2 BUDGET / DIVISION MANAGERS

It is the responsibility of Budget Managers to:

- consult with the Human Resource regarding end of employment matters
- provide supporting information when recommending termination without cause or redundancy of permanent employees .
- consult with Human Resource to discuss the appropriate course of action and notify employees in writing that their employment is terminated.
- make a decision in consultation with Human Resources on whether working notice, pay in lieu of notice or a combination of working notice and pay in lieu of notice is warranted.
- support and advice employees through the end of employment process.
- comply with collective agreement provisions for bargaining unit employees .

3.3 THE HUMAN RESOURCES DEPARTMENT

It is the responsibility of appropriate units of Human Resources to:

- provide support to departments in assessing termination of employment with or without cause; assessing position elimination impacts, and the related documentation

- provide policy interpretations and advice to departments when required.
- determine the notice pay, retirement pay or any other end of employment terms in line with this policy as well as common law and facilitate any exceptional requirements with legal advice and appropriate approvals.
- develop a transition and/or exit plan, in consultation with the appropriate Budget Manager, for each affected employee.
- provide consultation and advice to non-unionized employees on terms of termination or redundancy.
- determine, in consultation with the Director, Human Resources, or designate, whether a separation package could be structured to facilitate retirement, should the employee wish it and provided the employee meets the eligibility requirements for retirement.
- provide advice on retirement and insurance related options as appropriate with affected employees.

4. Definitions

- **Budget Manager:** A position in the organization that has the responsibility to manage budgets and may manage people as well.
- **Common Law:** Body of law based on judicial or arbitral decisions. These decisions are consulted, in addition to legislation, when making decisions related to termination of employment.
- **Economic Wage Adjustments:** all pay adjustments made to the entire pay plan (i.e pay bands and salaries) due to either general increases or due to market / industry benchmarking.
- **Notice of Termination:** An employee's notice period of the termination without cause of their employment. Notice can be in the form of working notice and/or pay in lieu of notice.
- **Redundancy:** When the majority of the functions of a job are no longer required by the organization, in any of the following situations: job is eliminated; job is reclassified and majority of the duties have changed.
- **Retirement:** Retirement in accordance with the City's Pension Plans.
- **Terminated without Cause:** Termination of employment as a result of the employer's decision to end the services of an employee for reasons including, but not limited to: reorganization, position elimination, inability of the employee to fulfill the expectations of their position.

5. References

- Procedures for providing Notice if Retirement, resignation etc
- Supporting information from Pension and Benefits
- Application for payment in lump sum
- Labour law(w.r.t. notice period)

6. Monitoring and Contravention

The monitoring of this policy shall be done as per the responsibilities laid out in Section 3.

All exceptions to be approved and documented.

Any willful misuse or malicious negligence of responsibilities, may result in disciplinary action upto and including dismissal.

7. Approval

Indicate the following:

- Position Title of Policy Sponsor / owner: Director of HR
- Position Title of Policy Writer: HR Advisor – Policy and Program Development
- Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administrative Committee:
- Date of approval from Council:

8. Review Date

The recommended time period is 4 years.

DECISION/DIRECTION NOTE

Title: Revisions - Policy No. 01-04-01 – Records and Information Management Policy

Date Prepared: June 1, 2017

Report To: Finance and Administration Committee – June 13, 2017

Ward: N/A

Decision/Direction Required: Seeking approval to revise the Records and Information Policy by replacing the current Schedule “B” – Records Retention Schedule.

Discussion – Background and Current Status:

- On May 15, 2017 Council approved the Audit & Accountability Committee Report which included recommendations from a Program Review in relations to Municipal Archives.
- A recommendation of this report was that only the retention periods approved by Council in the last policy revision should be included in Schedule B. of the Records and Information Policy.
- The Schedule has been amended and is attached.

Key Considerations/Implications:

1. Budget/Financial Implications

N/A

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plans

- Effective Organization

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

N/

6. Human Resource Implications

N/A

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7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

It is recommended that Council approve changes to Schedule B of the Records and Information Management Policy such that it includes only the Current Retention Period, as attached.

Prepared and Approved by//Signature: **Elaine Henley, City Clerk**

Signature:

Attachments: Revised Schedule “B” - Records Retention Schedule

DECISION/DIRECTION

Title: Election Finance By-Law - Amendments

Date Prepared: June 8, 2017

Report To: Finance and Administration Standing Committee

Councillor: Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval of the amendments proposed in the attached Decision Note from Legal dated May 10, 2017.

Discussion – Background and Current Status:

- The attached Decision Noted dated May 10, 2017 was presented at a Regular Meeting of Council held June 5, 2017 at which meeting it was referred to the next meeting of Finance and Administration for further discussion.
- In the Special Meeting held prior to the Regular, there was discussion about whether a motion passed at a Regular Meeting of Council held July 14, 2015 was reflected in the current Election Finance By-Law.
- The motion referenced above reads as follows:
 - *Council agreed that each candidate be required to report all corporate contributions regardless of the amount and individual contributions in excess of \$250.00.*
- It has since been determined that the change proposed was subsequently made to the By-Law, as noted below:
 - *5. (a) All candidates in an election, including those not elected, shall, not more than 90 days after the election, file with the returning officer a statement in the required form and made under oath or affirmation stating:*
 - i. the total amount of the contributions received by him or her;*
 - ii. each contribution from a corporation and the contributors of those amounts; and*
 - iii. each contribution from an individual that exceeds \$250.00 and the contributors of those amounts. (Amended 07/14/2015; #1578)*

Key Considerations/Implications:

1. Budget/Financial Implications

- N/A

2. Partners or Other Stakeholders

- Candidates

3. Alignment with Strategic Directions/Adopted Plans

- Fiscally Responsible

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4. Legal or Policy Implications

- Changes to Election Finance By-Law

5. Engagement and Communications Considerations

N/A

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

It is recommended that the changes proposed by Legal in the attached Decision Note of May 10, 2017 be approved.

Prepared and Approved by: Elaine Henley, City Clerk

Signature:

Attachments: Decision Note from Legal dated May 10, 2017

ST. JOHN'S

DECISION/DIRECTION NOTE

Title Amendments to the Election Finance By-Law

Date Prepared: May 10, 2017

Report To: His Worship the Mayor and Members of Council

Councillor and Role: Not applicable

Ward: Not applicable

Decision/Direction Required:

Council's approval of the proposed amendments to the City's Election Finance By-Law is requested.

Discussion – Background and Current Status:

In late 2016, the Province amended the Municipal Election Act so as to recognize contributions to candidates other than money. The amendments to the Provincial statute require that such contributions of goods and services are to be treated the same as contributions of money to a candidate.

The amendments to the City's Election Finance By-law incorporate and reflect these changes to the Provincial statute.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - The amendments to the by-law have to be advertised in the newspaper and the Queen's Printer Gazette and there is a fee associated with same.
2. Partners or Other Stakeholders:
 - All candidates running for office in the 2017 municipal election; taxpayers; and the general public.
3. Alignment with Strategic Directions/Adopted Plans:
 - Effective Organization
 - Responsive and Progressive
4. Legal or Policy Implications:
 - The amendments to the by-law have to be advertised in the newspaper and the Queen's Printer Gazette to come legally in effect.

ST. JOHN'S

- The amendments will bring the Election Finance By-Law in line with the changes made by the Province to the Municipal Elections Act.

5. Engagement and Communications Considerations:

- The amendments to the Election Finance By-Law will have to be advertised in the newspaper and the Queen's Printer Gazette so that the public and potential candidates are aware of the changes.

6. Human Resource Implications:

- Not applicable

7. Procurement Implications:

- Not applicable

8. Information Technology Implications:

- Not applicable

9. Other Implications:

- Not applicable

Recommendation:

That Council approve the proposed amendments to the City's Election Finance By-Law.

Prepared by/Signature:

Linda S. Bishop, Q.C.
Senior Legal Counsel

Approved by/Date/Signature:

Cheryl L. Mullett
City Solicitor



Attachments:

- Notice of Motion
- Election Finance (Amendment No. 1, 2017) By-Law

ST. JOHN'S

NOTICE OF MOTION

TAKE NOTICE that I will at the next regular meeting of the St. John's Municipal Council move to enact an amendment to the St. John's Election Finance By-Law so as align with the provisions of the Municipal Elections Act regarding contributions.

DATED at St. John's, NL this day of May, 2017.

COUNCILLOR

BY-LAW NO. 1576

ELECTION FINANCE (AMENDMENT NO. 1, 2017) BY-LAW

PASSED BY COUNCIL ON _____, 2017

Pursuant to the powers vested in it under the Municipal Elections Act, RSNL 1990 c. M-20.2, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law relating to municipal election finances.

BY-LAW

1. This By-Law may be cited as the "St. John's Election Finance (Amendment No. 1, 2017) By-Law".
2. Section 2(a) of the St. John's Election Finance By-Law is repealed and the following substituted:

"2 (a) contribution means a contribution of money, goods, or services, but does not include a donation by a natural person of his or her personal services, talents, or expertise or the use of his or her vehicle where it is given freely and not as part of his or her work in the service of an employer."
3. Section 4(1) of the St. John's Election Finance By-Law is repealed and the following substituted:

"4(1) (a) Contributions to candidates shall be made only by natural persons individually, or by corporations or trade unions individually.

(b) The value of goods or services contributed to a candidate is:

(i) if the contributor is in the business of supplying those goods or services, the lowest amount charged by the contributor for an equivalent amount of the same goods or services at or about the time and in the market area in which the goods or services are contributed; and

(ii) if the contributor is not in the business of supplying those goods or services, the lowest amount charged, at or about the time the goods or services are provided, by another person who provides the same goods on a commercial retail basis or services on a commercial basis in the market area in which the goods or services are contributed.”

(c) For greater certainty, where an employee spends time working for a candidate for which he or she is compensated by his or her employer and the employer is not a candidate, the value of that compensation is a contribution of the employer for the purposes of this By-Law.

4. Section 4(5) of the St. John’s Election Finance By-Law is repealed and the following substituted:

“4(5) Money given to a candidate in an amount exceeding \$250.00 shall be made only:

(a) by a cheque that has the name of the contributor printed legibly on it and that is signed by the contributor and drawn on an account in the contributor’s name;

(b) by a money order that identifies the name of the contributor; or

(c) in the case of a contribution by an individual by the use of a credit card, if that credit card has the name of the individual contributor imprinted or embossed on that card,

and that contribution shall not be accepted unless the contribution is made in accordance with this subsection.”

5. The following is added as section 4(7):

“4(7) Where goods or services in an amount exceeding \$250.00 are anonymously contributed to a candidate, those goods or services shall not be utilized by the candidate in the election.”

6. The following is added as section 6.1:

“6.1 A statement filed under this By-Law shall be considered to be an official record of the City, and upon request, shall be made available for inspection by members of the public.”

IN WITNESS WHEREOF the Seal of the City of St. John's has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this ____ day of _____, 2017.

MAYOR

CITY CLERK

DECISION/DIRECTION

Title: The Royal St. John's Regatta Committee – Hall of Fame Induction Luncheon

Date Prepared: June 5, 2017

Report To: Finance and Administration Standing Committee

Councillor: Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval for the City to host the Royal St. John's Regatta Committee's annual Hall of Fame Induction Luncheon.

Discussion – Background and Current Status:

- The City of St. John's is a member of the Royal St. John's Regatta Committee
- The luncheon is scheduled for July 26, 2017 in the Foran/Greene Room for approximately 120 people.

Key Considerations/Implications:

1. Budget/Financial Implications

- The cost for this event is budgeted under the civic events budget with the Office of the City Clerk.

2. Partners or Other Stakeholders

- The Royal St. John's Regatta Committee

3. Alignment with Strategic Directions/Adopted Plans

- A Culture of Cooperation

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

N/A

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

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9. Other Implications

N/A

Recommendations:

It is recommended that Council grant approval to host the annual Hall of Fame Induction Luncheon for the Royal St. John's Regatta Committee on July 26, 2017.

Prepared and Approved by: Elaine Henley, City Clerk

Signature:

Attachments:

None

ST. JOHN'S

DECISION/DIRECTION

Title: Shad Memorial 2016 – Sponsorship – Luncheon/City Tour

Date Prepared: June 7, 2017

Report To: Finance and Administration Standing Committee

Councillor: Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval for the City to host a luncheon and tour of the City for the staff and students of Shad Memorial 2017.

Discussion – Background and Current Status:

- Shad memorial is one of 13 campuses in Canada offering the Shad Valley Program (www.shad.ca), a nation-wide program designed to offer high-potential high school students the opportunity to interact with other talented youth across Canada
- This year's program runs from July 2nd to July 28th.
- We would like to arrange for the Shad students and staff to attend City Hall and meet and share lunch with Council and senior staff followed by a short tour of the City.
- The preferred date for this luncheon and tour is July 26, 2017.

Key Considerations/Implications:

1. Budget/Financial Implications

- The anticipated cost will be approximately \$3,000 and budgeted under the civic events budget with the Office of the City Clerk,

2. Partners or Other Stakeholders

- Shad Memorial

3. Alignment with Strategic Directions/Adopted Plans

- A Culture of Cooperation

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

N/A

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

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8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

It is recommended that Council approve a luncheon and tour on or about July 26, 2017 for staff and students of Shad Memorial 2017.

Prepared and Approved by: Elaine Henley, City Clerk

Signature:

Attachments: Letter from Dr. Leonard Lye, Program Director, Shad MUN.

ST. JOHN'S



Faculty of Engineering and Applied Science

Office of the Associate Dean (Graduate)
St. John's, NL, Canada, A1B 3X5
Tel: 709 864 8900 Fax: 709 864 3480
llye@mun.ca www.mun.ca

Ms. Elaine Henley
City of St. John's
10 New Gower Street
P.O. Box 908
St. John's, NL, Canada
A1C 5M2
ehenley@stjohns.ca
Tel: 691-0451

June 7th, 2017

Dear Ms. Henley:

Re: Sponsorship from the City of St. John's – Shad Memorial 2017

We are writing to you again on behalf of the staff and students of Shad Memorial 2017 to request sponsorship from the City of St. John's. Shad Memorial is one of 13 campuses in Canada offering the Shad Valley program (www.shad.ca), a nation-wide program designed to offer high-potential high school students the opportunity to be surrounded by other talented youth from across the country. The program strives to hone the skills of tomorrow's potential leaders and provide first-hand access to industry and career options to assist the students in choosing educational and career paths. This year's program runs from July 2nd to July 28th, 2017.

As a not-for-profit organization, Shad relies on the support of public and private sector organizations to provide an expansive and high quality program. Funding and in-kind contributions come from banks and companies, federal government agencies, provincial governments from all across Canada, and on a local level, municipal governments. In terms of sponsorship, we are wondering if you could arrange for the Shad students and staff to visit City Hall for a briefing, meet and have lunch or breakfast with the mayor and/or councillors, and short tour of the city. This will be for about 68 people in total. The preferred date and time of visit is **July 26th**. Last year's group enjoyed the breakfast and the city tour very much. We hope that the City will again be able to showcase to these students from all over Canada what are fabulous city we live in.

Thank you for your consideration of this request and we look forward to hearing from you soon. Should you have any further questions, please do not hesitate to contact either me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Leonard Lye".

Dr. Leonard Lye, PEng, FCSCE, FEC, FCAE, FEIC
Program Director
Shad MUN. Cell: 709-6850732

DECISION/DIRECTION

Title: St. John's Regional Fire Department (SJRF) Honour Guard "Canadian Fallen Firefighters Memorial" – Travel Request

Date Prepared: June 7, 2017

Report To: Finance and Administration Standing Committee

Councillor: Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: The St. John's Regional Fire Department (SJRF) Honour Guard is seeking financial support from the City to attend the "Canadian Fallen firefighter Foundation's Memorial Weekend" in Ottawa in September, 2017.

Discussion – Background and Current Status:

- On September 8 to 10, 2017, the SJRF Honour Guard will be attending the "Canadian Fallen Firefighters Foundation's Memorial Weekend" in Ottawa.
- The SJRF Honour Guard has raised \$13,000 of the approximate \$30,000 necessary for its travel and accommodations.
- They are seeking assistance from the City of St. John's.

Key Considerations/Implications:

1. Budget/Financial Implications

- This request does not meet the criteria for support under the Financial Support for Meetings and Conventions Policy which comes under the responsibility of the Office of the City Clerk.

2. Partners or Other Stakeholders

- St. John's Regional Fire Department (SJRF) Honour Guard

3. Alignment with Strategic Directions/Adopted Plans

- A Culture of Cooperation

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

N/A

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

ST. JOHN'S

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

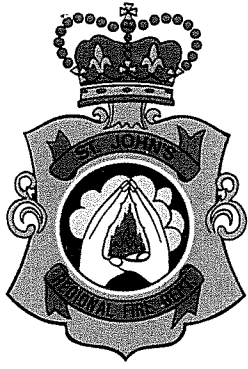
Given this request does not meet the criteria under the Financial Support for Meetings and Conventions Policy, it is recommended that the request from the SJRFD Honour Guard for assistance to attend the “Canadian Fallen Firefighters Foundation’s Memorial Weekend” in Ottawa be rejected.

Prepared and Approved by: Elaine Henley, City Clerk

Signature:

Attachments: Letter from SJRFD Honour Guard dated May 3, 2017

ST. JOHN'S



St. John's Regional Fire Department

5 Fort Townshend
P.O. Box 908
St. John's, NL A1C 5M2

Office of the Deputy Fire Chief
Phone (709) 758-3256
Fax: (709) 758-3247
E-Mail: dbyrne@stjohns.ca

May 3, 2017

Councillor Jonathan Galgay
Co-Chair Regional Fire Services Committee
City of St. John's

Dear Councillor Galgay:

**Re: St. John's Regional Fire Department (SJRFD) Honour Guard
"Canadian Fallen Firefighters Memorial"**

On September 8 – 10, 2017, the St. John's Regional Fire Department Honour Guard will be attending the "Canadian Fallen Firefighters Foundation's Memorial Weekend" in Ottawa--the culmination of the Memorial weekend's events being the "Memorial Ceremony" on Sunday morning, September 10, at 11:00 a.m.

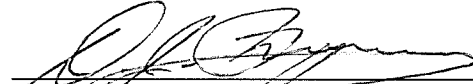
The SJRFD Honour Guard initiated the plan to attend the Memorial weekend in May 2016, the Honour Guard's 40th Anniversary. To date, the Honour Guard has been successful in raising \$13,000 of the approximate \$30,000 necessary for the SJRFD Honour Guard contingent's travel and accommodations.

Any assistance that the City of St. John's can provide the SJRFD Honour Guard in our fundraising efforts would be greatly appreciated. Please note that all funds raised above the necessary budget shall be donated to the "Canadian Fallen Firefighters Foundation."

Attached please find information on the SJRFD Honour Guard and the Canadian Fallen Firefighter's Foundation.

If you have any questions, please do not hesitate to contact me by emailing me at dbyrne@stjohns.ca or by calling me 758-3256.

Yours truly,

A handwritten signature in black ink, appearing to read 'Don J. Byrne', written over a horizontal line.

Don J. Byrne
Deputy Fire Chief
SJRFD Honour Guard Commander

DJB/pp
Attachments

CANADIAN FALLEN FIREFIGHTERS FOUNDATION

The Canadian Fallen Firefighters Foundation (CFFF) was created to **HONOUR** and **REMEMBER** firefighters who have been killed in the line of duty and to **SUPPORT** their families.

The CFFF is a registered, non-profit charitable corporation and operates by fundraising. It is governed by a Board of Directors comprised of members of the Canadian Fire Service and other interested Canadians dedicated to honoring Canada's Fallen Firefighters.

ST. JOHN'S REGIONAL FIRE DEPARTMENT (SJRFD) HONOUR GUARD

The SJRFD Honour Guard is comprised of members of SJRFD who freely give their time to represent SJRFD and the Community of the Fire Department Region. The Guard was formed in the Fall of 1976 and its first function was the official opening of the Kenmount Fire Station.

The Honour Guard has performed functions such as:

- ❖ Honour Guard for the Royal Family on a number of occasions
- ❖ Christmas Parades
- ❖ Opening Ceremonies for numerous Provincial and National Functions
- ❖ Participates in all July 1st and November 11th Parades
- ❖ One of the most important duty of the Honour Guard, is officiating at Funerals and Gravesites of the SJRFD's own members, both current and retired.
- ❖ Since 2016, SJRFD Honour Guard has acted as official ceremonial guard for various City of St. John's functions and memorial services.

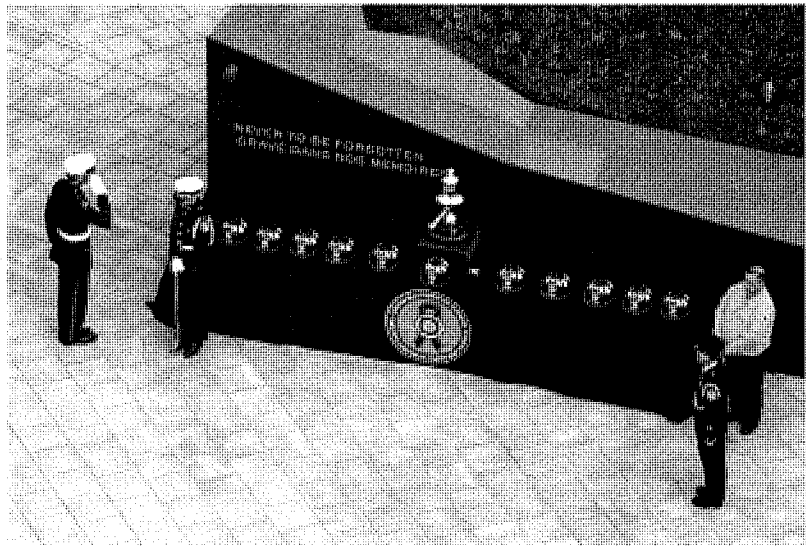


2017 CEREMONY

2016 CEREMONY

2015 CEREMONY

In the memorial ceremony much attention is focused on the red ceremonial table, which holds the helmets representing each of the fallen being honoured. These helmets, whether black for structural, yellow for wildland firefighters or caps for wildland pilots, are presented to the families of the fallen during the ceremony. At the corners of the ceremonial table are silent sentries, who carry an item that has some symbolic and spiritual significance.



The pre-ceremony begins with the posting of the silent sentries at the ceremonial table. Once in place, the Headdress Party carrying the helmets or caps, begins its march toward the ceremonial table. The Headdress Party is randomly made up of firefighters from all parts of the country and does the presentation to the family of the fallen. The fallen firefighter's own fire service and Foundation members are purposely excluded from presenting as the presentation is symbolically from the entire Canadian Fire Service. Honouring the Fallen includes a medal and helmet presentation to the family of those firefighters who

INFORMATION NOTE

Title: 2017 Quarter 1 (Jan 1 to Mar 31) Expenditure and Revenue Variance Report

Date Prepared: 2017/06/07

Report To: Chairman and Members of the Finance and Administration Standing Committee

Council/Role: Councillor, Jonathan Galgay - Chair

Ward: N/A

Issue: To provide Council with an update of budgeted versus actual expenditures and revenues for quarter 1, 2017

Discussion – Background and Current Status:

The Budget and Treasury Division has developed and will administer the quarterly review of budgeted versus actual expenditures and revenues. Program managers have been asked to review and provide commentary to explain significant quarterly variances that arise throughout the year.

Key Considerations/Implications:

1. Budget/Financial Implications

A few considerations in relation to this process, and the quarter 1 report:

1. **Accuracy:** First quarter variance reports rely heavily on the use of historical knowledge, estimates, and judgment. As a result, they can be inherently speculative due to limited data available early in the year. Accuracy will improve for the second and third quarter, as more information and financial activity becomes available as the year progresses. In addition, as a result of the 2016 program review, changes were made to many program budgets. While most of those changes have been reflected on these reports, the Budget and Treasury Division is still working with the Departments to ensure budgets have been properly transferred where programs have been consolidated or closed, and that actual revenues and expenditures are being captured in the proper revised program budgets.

ST. JOHN'S

2. **Timing:** One particular aspect affecting accuracy is timing. Quarterly variance analysis requires particular attention be paid to the timing of budgeted expenditures throughout the year. For example, one would not expect to see snow clearing expenditures budgeted evenly through 12 months of the year. While this would be an extreme case of a budget timing issue, there are many more subtle cases that occur throughout the City's budget. As a result, the first quarter of any given year may produce a disproportionate number of quarterly variances that result from timing issues in the respective budgets. As the year progresses, budgets will be redistributed to address timing, and by quarters two and three significant timing issues will be resolved. Again, due to the budget adjustments made during the 2016 program review, the timing/distribution of revenues and expenditures had to be revised. While most programs have been adjusted, the Budget & Treasury division is working with the Departments to revise the monthly distribution of their respective budgets. This is particularly relevant in Community Services, under the Recreation Division, where one will notice there are a number of variances due to timing.
3. **Feedback:** The primary goal of quarterly review is to provide Council regular updates regarding the City's operating budget. Such an approach benefits the entire organization as it allows decisions at all levels of the organization to be made proactively. Council is encouraged to provide feedback around any enhancements or opportunities to improve on the information resulting from these reviews.

2. Partners or Other Stakeholders N/A

3. Alignment with Strategic Directions/Adopted Plans

Effective Organization – Support corporate-wide information and knowledge sharing.

Fiscally Responsible – Develop multi-year framework/alignment with strategic directions.

4. Legal or Policy Implications N/A

5. Engagement and Communications Considerations N/A

6. Human Resource Implications N/A

7. Procurement Implications N/A

8. Information Technology Implications N/A

9. Other Implications

N/A

Conclusion/Next Steps:

N/A

Prepared by/Signature:



Approved by/Date/Signature:



Attachments: Q1 Departmental Variance Report

Attached are the results of the 2017 quarter 1 review. The review is presented by City department, in two sections;

1. **Budget versus actual** for all departmental programs, summarized on a **net expenditure** basis (i.e. one total for all expenditure lines within the budget). Detail may be provided for individual expenditure lines, as requested.
2. **Summary of variance explanations** based on feedback provided by departments. (Note: while certain programs may not have significant variances on a net expenditure basis, managers provided commentary on individual budget line variances that met the criteria of being greater than \$1,000 and more than 10% of the total line budget.)

CITY ADMINISTRATION

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
City Solicitor					
1220 Legal Services	\$1,513,379	\$329,715	\$261,409	\$68,306	20.72%
Total City Solicitor	1,513,379	329,715	261,409	68,306	20.72%
Human Resources					
1213 Human Resources Operations	986,445	210,659	184,223	26,436	12.55%
1214 Benefits Administration	257,898	52,251	51,476	775	1.48%
1216 Employee Wellness	451,900	98,311	93,432	4,880	4.96%
1218 HR Advisory Services	1,220,107	291,566	169,644	121,922	41.82%
Total Human Resources	2,916,350	652,787	498,775	154,013	23.59%
Internal Audit					
1269 Internal Audit	309,546	62,514	63,021	(507)	(0.81%)
Total Internal Audit	309,546	62,514	63,021	(507)	(0.81%)
Marketing and Communications					
1270 Corporate Communications	880,670	196,576	163,175	33,400	16.99%
1251 Office Services	508,862	120,685	80,584	40,101	33.23%
Total Marketing & Communications	1,389,532	317,261	243,759	73,501	23.17%
Mayor and Councillors					
1111 Mayor and Council	758,858	197,955	155,732	42,223	21.33%
Total Mayor and Councillors	758,858	197,955	155,732	42,223	21.33%
Office of the City Clerk					
1115 Civic Events and Receptions	164,372	38,587	21,762	16,825	43.60%
1212 Administration - Admin. Services	985,096	219,193	219,163	30	0.01%
1995 Municipal General Elections	365,600	91,400		91,400	100.00%
7911 Municipal Archives	282,970	59,215	49,960	9,255	15.63%
Total Office of the City Clerk	1,798,038	408,395	290,885	117,510	28.77%
Office of the City Manager					
1215 City Manager's Office	382,806	77,614	92,298	(14,684)	(18.92%)
Total Office of the City Manager	382,806	77,614	92,298	(14,684)	(18.92%)
Risk Management and Insurance					
1931 Risk Management and Insurance	519,265	30,747	34,469	(3,723)	(12.11%)
Total Risk Management and Insurance	519,265	30,747	34,469	(3,723)	(12.11%)
TOTAL CITY ADMINISTRATION	9,587,774	2,076,988	1,640,348	436,639	21.02%

PROGRAM	VARIANCE COMMENT
1220 Legal Services	Variance mainly due to no charges to arbitration or legal services in Q1.
1213 Human Resources Operations	Membership for Payroll Administrators need to be transferred over to this budget. Request has been submitted.
1216 Employee Wellness	The Safety Coordinator salary needs to be transferred from Public Works - Roads to Budget 1216. Request has been submitted.
1218 HR Advisory Services	Timing - several invoices are not yet received/processed, Rewards and Recognition Program to take place in the fall. Salary variance reflects the position of HR Advisor - Policy and Program Development that has been vacant since December, 2016.
1270 Corporate Communications	Variance in salary related expenses are due to workload issues but are offset by savings in other expense areas
1251 Office Services	Servicing costs should balance out for the remainder of the year, while stock costs will likely increase.
1111 Mayor and Council	Timing of expenditures.
1115 Civic Events and Receptions	Timing of events
1995 Municipal General Elections	Timing - election to occur in the fall
1215 City Manager's Office	Salary variance - budget based on estimate, actuals based on contract

COMMUNITY SERVICES

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Administration - Community Services					
6211 Administration - Community Services	435,546	99,689	45,236	54,452	54.62%
Total Administration - Community Services	435,546	99,689	45,236	54,452	54.62%
Citizen Service					
1274 Service Centre	1,783,867	373,268	316,351	56,917	15.25%
Total Citizen Service	1,783,867	373,268	316,351	56,917	15.25%
Economic Development, Culture and Partnerships					
6212 Events and Services	687,426	145,040	230,579	(85,539)	(58.98%)
6612 Tourism Development	247,579	64,196	61,424	2,771	4.32%
6613 Visitor's Services	198,588	41,484	15,248	26,236	63.24%
6616 Economic Development	487,179	105,530	103,121	2,409	2.28%
7553 Local Immigration Partnership Strategy	21,830	21,830	13,853	7,978	36.54%
7910 Cultural Development	200,184	46,350	26,020	20,330	43.86%
Total Economic Development, Culture and Partnerships	1,842,786	424,430	450,245	(25,815)	(6.08%)
Grants to Organizations					
7551 Grants and Subsidies to Organizations	1,549,400	1,246,750	1,254,600	(7,850)	(0.63%)
Total Grants to Organizations	1,549,400	1,246,750	1,254,600	(7,850)	(0.63%)
Humane Services					
2931 Humane Services	1,198,025	268,442	237,399	31,044	11.56%
Total Humane Services	1,198,025	268,442	237,399	31,044	11.56%
Non-Profit Housing					
6391 Non-Profit Housing Administration	723,848	133,886	136,398	(2,512)	(1.88%)
6395 Homelessness Partnership Funding			294,107	(294,107)	0.00%
6401 HFSCF: Coordination Framework	97,500	24,375	43,566	(19,191)	(78.73%)
6402 HFSCF: Homelessness Information System			11,221	(11,221)	0.00%
6404 HFSCF: Point In Time Count			34,771	(34,771)	0.00%
6405 HSFCF: Training & Engagement			12,635	(12,635)	0.00%
6406 HSFCF: CAB Community Action			8,921	(8,921)	0.00%
6407 HSFCF: CAB Meetings			86	(86)	0.00%
Total Non-Profit Housing	821,348	158,261	541,705	(383,445)	(242.29%)
Recreation					
7305 Family and Leisure Services	1,072,442	231,392	281,567	(50,174)	(21.68%)
7311 Community Development	1,019,626	220,419	187,147	33,271	15.09%
2142 Crossing Guard Program	113,836	27,804	28,024	(220)	(0.79%)
7321 Operations Summer Rec. Program	965,171	208,537	25,157	183,380	87.94%
7322 Operation of Bowring Park Pool	109,513	24,717	2,013	22,704	91.85%
7324 Facilities Division Administration	1,147,113	238,998	456,841	(217,843)	(91.15%)
7325 Operation of H.G.R. Mews Centre	696,161	151,547	150,763	784	0.52%
7329 H.G.R. Mews Centre - Aquatics and Fitness P	454,394	96,945	119,305	(22,360)	(23.06%)
7330 Goulds Recreation Association	162,500	40,625	40,625	0	0.00%
7333 Seniors Programs and Services	198,720	46,483	28,250	18,233	39.22%
7334 Operation of Bannerman Park Pool	73,927	16,547	217	16,330	98.69%
7336 Shea Heights Community Centre	265,124	58,170	36,500	21,670	37.25%
7337 Southlands Community Centre	327,144	73,220	56,909	16,312	22.28%
7338 Kilbride Community Centre	265,353	57,961	41,976	15,985	27.58%
7340 Paul Reynolds Community Centre Operations	807,717	170,860	4,331	166,529	97.47%
7342 Paul Reynolds Community Centre - Aquatics ;	821,153	173,768	78,392	95,376	54.89%
Total Recreation	8,499,894	1,837,993	1,538,017	299,975	16.32%
TOTAL COMMUNITY SERVICES	16,130,866	4,408,833	4,383,553	25,279	0.57%

COMMUNITY SERVICES

PROGRAM	VARIANCE COMMENT
6212 Events and Services	Grant programming completed
6613 Visitor's Services	Timing adjustment
7553 Local Immigration Partnership Strategy	3 year (April 2017 - March 2020) Contribution Agreement with IRCC. Will recover expenditures for program.
7910 Cultural Development	Timing adjustment on programs
2931 Humane Services	Timing of expenses
6391 Non-Profit Housing Administration	Timing of budget - spending will increase with ramp up of Affordable Housing Business Plan
7305 Family and Leisure Services	Salaries charged to incorrect budget - to be corrected. Budget not distributed appropriately for several line items - to be adjusted.
7311 Community Development	Budget not allocated appropriately - to be corrected
2142 Crossing Guard Program	Staff was provided with extra training and 4 additional staff were trained as call ins. We had a number of returning staff, will not purchase protective clothing until Sept/Oct
7321 Operations Summer Rec. Program	Positions charged to incorrect budget - to be corrected. Budget not distributed properly - to be corrected
7322 Operation of Bowring Park Pool	Building not operational until the end of June 2017.
7324 Facilities Division Administration	Timing of floor maintenance, special events over budget - will be corresponding revenue to offset from corporate sponsor
7325 Operation of H.G.R. Mews Centre	Variance due to staff on LTD, various materials only purchased as required
7333 Seniors Programs and Services	Budget not distributed appropriately - to be corrected
7334 Operation of Bannerman Park Pool	Building not operational for the season until end of June.
7336 Shea Heights Community Centre	Budget not allocated appropriately - to be corrected. One less casual staff required due to lower ASP numbers
7337 Southlands Community Centre	Budget not allocated appropriately - to be corrected
7340 Paul Reynolds Community Centre Operations	Aquatics Staff not operational until building is commissioned.
7342 Paul Reynolds Community Centre - Aquatics and Fitness Programs	Building not in operation. Some items ordered in late 2016 did not arrive until 2017 and had to be charged to this budget year.

FINANCE AND ADMINISTRATION

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Administration - Finance					
1221 Administration - Finance	637,401	147,290	149,151	(1,861)	(1.26%)
Total Administration - Finance	637,401	147,290	149,151	(1,861)	(1.26%)
Assessment					
1231 Assessment	2,080,014	436,501	418,156	18,346	4.20%
Total Assessment	2,080,014	436,501	418,156	18,346	4.20%
Budgetary Services					
1223 Budgetary Services	353,679	72,671	68,728	3,942	5.42%
Total Budgetary Services	353,679	72,671	68,728	3,942	5.42%
Corporate Performance and Strategy					
1217 Organizational Development	317,801	77,111	33,094	44,017	57.08%
1225 Performance and Strategy	404,432	87,158	79,070	8,088	9.28%
Total Corporate Performance and Strategy	722,233	164,269	112,164	52,105	31.72%
Financial Services					
1222 Financial Services	984,099	205,990	203,296	2,694	1.31%
Total Financial Services	984,099	205,990	203,296	2,694	1.31%
Information Services					
1272 Information Services	4,758,684	1,088,997	824,544	264,454	24.28%
7315 Recreation Information Services	39,000	9,750	7,589	2,161	22.17%
Total Information Services	4,797,684	1,098,747	832,133	266,615	24.27%
Land Information Services					
1318 Land Information Systems	1,328,567	285,811	261,658	24,152	8.45%
Total Land Information Systems	1,328,567	285,811	261,658	24,152	8.45%
Materials Management					
1261 Purchasing	661,748	139,127	183,523	(44,397)	(31.91%)
1262 Materials Management	890,245	194,594	228,896	(34,301)	(17.63%)
Total Materials Management	1,551,993	333,721	412,419	(78,698)	(23.58%)
Revenue Accounting					
1241 Revenue Accounting	1,187,855	247,745	226,885	20,861	8.42%
Total Revenue Accounting	1,187,855	247,745	226,885	20,861	8.42%
TOTAL FINANCE AND ADMINISTRATION	13,643,525	2,992,745	2,684,590	308,157	10.30%

PROGRAM	VARIANCE COMMENT
1217 Organizational Development	Variance due to ongoing projects not yet invoiced.
1225 Performance and Strategy	Variance due to ongoing projects not yet invoiced.
1272 Information Services	Timing issue related to software & maintenance bills. Will be reduced as the year progresses
1261 Purchasing	Not a true variance - one time payment was made that should have been posted elsewhere. Variance - expect this is result of employee retirement - Finance to investigate. Cost to be removed if required.
1262 Materials Management	Possibly Salt Shed Operator salary amount needs to be moved - no longer under 1262. Finance to investigate. Budget was transferred to snow clearing - salaries will be reclassified to here as well.

OTHER AND FISCAL SERVICES

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Accommodation Taxes					
6343 Transfers Accommodation Tax	1,600,000		6,803	(6,803)	0.00%
Total Accommodation Tax	1,600,000		6,803	(6,803)	0.00%
Fiscal Services					
8111 Short Term Borrowings	80,000		36	(36)	0.00%
8121 Long Term Debt Charges	70,640	1,044	1,044	0	(0.00%)
8131 Debenture Debt Charges	34,345,261	5,554,940	9,452,663	(3,897,722)	(70.17%)
8191 Other Debt Charges	100,000	25,000	652	24,348	97.39%
8211 Allowance for Doubtful Accounts	1,707,559		53,422	(53,422)	0.00%
8990 Contributions to Capital Fund	25,982,831	76,425	76,426	0	(0.00%)
Total Fiscal Services	62,286,291	5,657,409	9,584,243	(3,926,832)	(69.41%)
Other Cultural					
7912 Railway Coastal Museum	524,318	131,080	168,326	(37,246)	(28.41%)
Total Other Cultural	524,318	131,080	168,326	(37,246)	(28.41%)
Other Transportation Services					
3561 Street Lighting	4,387,500	1,096,875	1,040,119	56,756	5.17%
3591 Subsidy to Metrobus	16,692,103	4,049,604	3,900,588	149,016	3.68%
Total Other Transportation Services	21,079,603	5,146,479	4,940,707	205,773	4.00%
Pensions and Benefits					
1291 Pensions and Emp. Benefits	820,000	205,000	253,352	(48,352)	(23.59%)
1292 Public Works Pension	401,729	100,432	109,200	(8,768)	(8.73%)
1293 Executive Pensions	145,107	36,277	44,570	(8,293)	(22.86%)
1295 Employee Fringe Benefits	4,613,642	82,355	522,507	(440,152)	(534.46%)
1297 Sick and Severance Liabilities	1,250,000	312,500	112,864	199,636	63.88%
Total Pensions and Benefits	7,230,478	736,564	1,042,493	(305,928)	(41.53%)
Rental Housing Projects					
6342 Rental Housing Projects	777,565	239,283	5,585	233,698	97.67%
Total Rental Housing Projects	777,565	239,283	5,585	233,698	97.67%
St. John's Sports and Entertainment					
7445 St. John's Sports and Entertainment	2,490,000	2,490,000		2,490,000	100.00%
Total St. John's Sports and Entertainment	2,490,000	2,490,000		2,490,000	100.00%
TOTAL OTHER AND FISCAL SERVICES	95,988,255	14,400,815	15,748,157	(1,347,340)	(9.36%)

PROGRAM	VARIANCE COMMENT
8131 Debenture Debt Charges	Timing of budget distribution
8191 Other Debt Charges	Timing of budget distribution

PLANNING, ENGINEERING, AND REGULATORY SERVICES

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Engineering					
1314 Surveying	544,581	112,957	88,734	24,223	21.44%
1315 Transportation Engineering	1,853,853	403,419	312,527	90,892	22.53%
1319 Construction Engineering	1,348,474	240,864	212,978	27,886	11.58%
1320 Capital Works - Buildings	492,735	101,154	101,474	(321)	(0.32%)
Total Engineering	4,239,643	858,394	715,713	142,680	16.62%
Management and Administration, PERS					
1311 Management and Administration, PERS	503,260	104,948	93,945	11,003	10.48%
1316 Administrative Support, PERS	960,744	201,062	220,779	(19,717)	(9.81%)
Total Management and Administration, PERS	1,464,004	306,010	314,724	(8,714)	(2.85%)
Planning and Development					
1313 Development Control	1,429,182	307,126	607,989	(300,863)	(97.96%)
6113 Planning	605,392	145,942	97,916	48,027	32.91%
Total Planning and Development	2,034,574	453,068	705,905	(252,836)	(55.81%)
Regulatory Services					
2141 Parking Enforcement	2,194,592	486,949	511,270	(24,321)	(4.99%)
2921 Regulatory Services Management and Admin	621,770	128,294	98,197	30,097	23.46%
2922 Building Inspection	1,714,706	390,483	344,336	46,147	11.82%
2923 Electrical Inspection	558,267	109,831	113,936	(4,105)	(3.74%)
2924 Plumbing Inspection	240,023	52,814	42,283	10,530	19.94%
2929 Taxi and By-law Inspections	167,051	36,095	34,151	1,943	5.38%
3521 Parking Meters	1,122,508	298,939	59,132	239,807	80.22%
Total Regulatory Services	6,618,917	1,503,405	1,203,305	300,100	19.96%
TOTAL PLANNING, ENGINEERING, AND REGULATORY SERVICES	14,357,138	3,120,877	2,939,647	181,230	5.81%

PROGRAM	VARIANCE COMMENT
1314 Surveying	Salaries and Wages - Surveyor III position was vacant for all of the first quarter. Position has now been filled.
1315 Transportation Engineering	Timing of supplies and fees, budget allocation to be adjusted.
1319 Construction Engineering	Project Engineer was not replaced immediately when she went on Maternity Leave.
1320 Capital Works - Buildings	Car Allowance - monies to be shifted from 1319 to 1320 to cover costs.
1316 Administrative Support, PERS	SALARIES AND WAGES - wages charged to incorrect programs, adjustment to be made.
6113 Planning	The favourable variance of \$41,127 is mostly caused by not having spent money to date on Planning Consultants, which was budgeted at \$36,550 YTD. The other major favourable variance of \$10,780 for Heritage Grants is explained by reason of still processing applications for grants.
2922 Building Inspection	Construction activity is typically down during the first quarter and increases in April-May. Significant increase in permit revenue expected over second quarter. Expenditure actuals are slightly less than budgeted.
3521 Parking Meters	Expenditures for this quarter are not up to date due to contract expiry with meter supplier. This is being worked out with Purchasing Division. True values expected in next quarter.

PUBLIC WORKS

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
City Buildings					
1250 Property Management	2,127,922	481,064	345,354	135,710	28.21%
1252 Maintenance of City Hall	857,846	216,511	150,027	66,484	30.71%
1254 Maintenance City Hall Annex	163,578	40,895	27,410	13,485	32.97%
1256 Maintenance Fire Department	357,154	76,331	165,400	(89,069)	(116.69%)
1257 Maintenance Railway Coastal Museum	207,616	51,904	32,410	19,494	37.56%
1258 Maintenance of Civic # 245 Freshwater Road	282,295	66,179	50,499	15,679	23.69%
1259 Maintenance Property Assessment Building	30,514	7,628	7,658	(30)	(0.39%)
1260 Archives Building	30,514	7,628	7,138	490	6.43%
2494 Central Fire Station	235,630	58,018	44,621	13,397	23.09%
2495 Kenmount Rd. Fire Station	56,282	11,713	10,143	1,570	13.40%
2496 Mt. Pearl Fire Station	144,429	33,037	12,243	20,794	62.94%
2497 Brookfield Rd. Fire Station.	45,486	10,116	11,749	(1,633)	(16.15%)
2498 Maintenance of East End Storage Facility	5,958	1,490	590	900	60.41%
2499 West End Fire Station	68,241	16,568	21,085	(4,517)	(27.27%)
2501 Kent's Pond Fire Station	72,658	17,365	19,693	(2,329)	(13.41%)
2505 Paradise Fire Station	115,831	28,125	15,551	12,574	44.71%
2932 Animal Control Shelter Mtce.	111,773	31,383	18,046	13,337	42.50%
3241 Works Depot Maintenance	1,068,946	265,524	364,261	(98,738)	(37.19%)
3242 Maintenance of Asphalt Recycling Facility	12,560	3,140	2,122	1,018	32.41%
4332 Bldg. Mtce. Robin Hood Bay	312,549	71,519	43,015	28,504	39.85%
6341 Real Estate	16,732	4,183		4,183	100.00%
6392 Non-Profit Housing Maintenance	650,959	145,293	124,696	20,596	14.18%
6624 Mtce. Gentara Bldg.	289,641	72,410	83,221	(10,811)	(14.93%)
6625 Maintenance - Quidi Vidi	87,946	20,274	15,454	4,820	23.77%
7125 Mtce. of Buckmasters Rec. Centre	97,136	24,284	17,225	7,059	29.07%
7130 Maintenance of H.G.R. Mews Centre	216,818	54,852	69,189	(14,337)	(26.14%)
7131 Aquatic Maintenance - Parks	223,421	48,635	22,051	26,584	54.66%
7133 Mtce. Rotary Park Chalet	45,785	11,046	7,839	3,207	29.03%
7134 Mtce. Sports Buildings	221,733	55,318	59,775	(4,458)	(8.06%)
7136 Mtce. Shea Heights Community Center	86,970	19,318	12,250	7,068	36.59%
7137 Wedgewood Park Fac. Mtce.	413,290	98,566	46,250	52,316	53.08%
7138 Mtce. Kilbride Community Center	58,282	14,570	6,974	7,597	52.14%
7139 Mtce. Southlands Community Center	71,864	17,966	10,219	7,748	43.12%
7140 Mtce. Paul Reynolds Community Centre					
7141 Anna Templeton Center - Mtce.	38,200	9,550	1,078	8,472	88.71%
7225 Bowring Park Bldg. Maintenance	88,296	22,074	16,038	6,036	27.34%
Total City Buildings	8,914,855	2,114,477	1,841,274	273,199	12.92%
City Buildings - NPH Rental Units					
6361 Hamilton Ave/Riverhead Towers	557,759	139,440	148,407	(8,967)	(6.43%)
6362 Cuckholds Cove Rd.	129,130	32,283	41,015	(8,733)	(27.05%)
6363 Forest Road Project	251,270	62,817	72,797	(9,979)	(15.89%)
6364 Rawlins Cross Project	217,970	54,493	60,040	(5,548)	(10.18%)
6365 Infill '82 Project	105,798	26,450	36,997	(10,548)	(39.88%)
6366 Faheys Row Infill	149,147	37,287	55,330	(18,043)	(48.39%)
6367 Alexander Ave/Hamilton St	246,471	61,618	86,688	(25,071)	(40.69%)
6368 Carnell St/Larkin Sq.	244,115	61,029	82,501	(21,473)	(35.18%)
6369 Hamlyn Road	342,424	85,606	92,875	(7,269)	(8.49%)
6370 Goodview St/Carters Hill	194,829	48,707	70,568	(21,861)	(44.88%)
6371 Infill 1985 Project	136,784	34,196	51,133	(16,937)	(49.53%)
6372 Sebastian Court	271,437	67,859	91,720	(23,861)	(35.16%)
6373 Infill 1987 Project	343,121	85,780	82,670	3,110	3.63%

PUBLIC WORKS

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
City Buildings - NPH Rental Units					
6374 Infill 1988 Project	282,428	70,607	82,947	(12,340)	(17.48%)
6375 Brookfield Road	349,670	87,418	102,132	(14,715)	(16.83%)
6376 Infill 1990	207,433	51,858	65,257	(13,399)	(25.84%)
6377 Cochrane St.	130,486	32,621	31,696	925	2.84%
6378 Cambell Avenue	145,525	36,381	30,278	6,103	16.78%
6379 Infill 1992	226,964	56,741	59,149	(2,408)	(4.24%)
6380 Pleasantville Affordable Housing	217,912	54,478	154,616	(100,138)	(183.81%)
6381 Andrew's Place	42,760	10,690	21,590	(10,900)	(101.96%)
Total City Buildings - NPH Rental Units	4,793,433	1,198,359	1,520,406	(322,050)	(26.87%)
Fleet Services					
3111 Administration - Mechanical Dept.	1,560,035	284,978	293,646	(8,668)	(3.04%)
3121 Vehicle and Equipment Maintenance	8,989,678	2,160,235	2,275,106	(114,871)	(5.32%)
3123 Robin Hood Bay Heavy Equipment	677,769	168,974	114,774	54,200	32.08%
3129 Vehicle Fleet Rental	(10,546,271)	(2,636,568)	(2,630,474)	(6,094)	0.23%
Total Fleet Services	681,211	(22,381)	53,052	(75,433)	337.05%
Parks					
7111 Administration - Municipal Parks	962,488	196,975	159,341	37,634	19.11%
7121 Maintenance of Municipal Parks	6,155,324	2,783,014	230,394	2,552,620	91.72%
7123 Maintenance of Sports Facilities	686,133	110,433	10,793	99,640	90.23%
7135 Snow Clearing Steps and R.O.W.	617,571	157,021	436,767	(279,746)	(178.16%)
3011 Administration Public Works	974,269	219,451	137,049	82,401	37.55%
Total Parks	9,395,785	3,466,894	974,344	2,492,549	71.90%
Roads and Traffic					
3211 Admin. - Streets and Parks	1,642,981	332,087	473,796	(141,709)	(42.67%)
3221 Maintenance of Roads and Sidewalks	7,078,763	1,142,609	684,659	457,949	40.08%
3231 Snow Clearing	15,901,851	7,705,519	8,431,157	(725,638)	(9.42%)
3252 Maintenance of Traffic Signs and Lights	1,957,316	452,851	91,511	361,340	79.79%
Total Roads & Traffic	26,580,911	9,633,066	9,681,123	(48,058)	(0.50%)
Waste and Recycling					
3262 Street Cleaning by Hand	351,145	87,786	20	87,766	99.98%
4321 Garbage Collection	7,680,008	1,630,009	1,335,807	294,201	18.05%
4322 Waste Diversion Public Awareness	229,363	51,435	53,551	(2,116)	(4.11%)
4331 Garbage and Litter Disposal	9,266,711	1,274,095	1,231,152	42,943	3.37%
4333 Materials Recovery Facility	1,539,897	374,832	237,778	137,055	36.56%
4334 Residential Drop Off Facility	919,122	218,356	66,034	152,322	69.76%
4335 Eastern Waste Mgmt.. Regional Service Boar	3,395,752	1,697,876	1,697,876	0	0.00%
Total Waste & Recycling	23,381,998	5,334,389	4,622,218	712,172	13.35%
Water and Waste Water					
4111 Admin. - Environmental Services	2,319,489	481,059	374,111	106,948	22.23%
4120 St. John's Share of the Regional Water System	4,287,258	1,071,814	1,034,534	37,281	3.48%
4121 Petty Harbour Long Pond Water Treatment Pl	1,351,642	364,691	83,141	281,550	77.20%
4122 Winsor Lake Treatment Plant	10,132,461	2,522,655	2,465,644	57,012	2.26%
4123 Regional Water System	12,536,798	2,504,108	2,449,637	54,471	2.18%
4131 Water and Waste Water Distribution	10,309,771	2,412,205	1,714,340	697,865	28.93%
4225 Riverhead Waste Water Treatment Facility	8,925,089	2,909,460	2,404,564	504,896	17.35%
Total Water & Wastewater	49,862,508	12,265,992	10,525,971	1,740,023	14.19%
TOTAL PUBLIC WORKS	123,610,701	33,990,796	29,218,388	4,772,400	14.04%

PUBLIC WORKS

PROGRAM	VARIANCE COMMENT
1252 Maintenance of City Hall	Positive variance due to savings from timing of invoices and various contract efficiencies.
1254 Maintenance City Hall Annex	Positive variance due to savings from timing of invoices and various contract efficiencies.
1257 Maintenance Railway Coastal Museum	Positive variance due to timing of invoices under various line items.
1258 Maintenance of Civic # 245 Freshwater Road	Positive variance due to timing of invoices under various line items.
2494 Central Fire Station	Positive variance due to timing of invoices under various line items.
2495 Kenmount Rd. Fire Station	Positive variance due to timing of invoices under various line items. Minimal maintenance req'd thus far.
2496 Mt. Pearl Fire Station	Positive variance due to timing of invoices under various line items. Maintenance planned/scheduled for Q2.
2498 Maintenance of East End Storage Facility	Positive variance due to timing of invoices under various line items.
2499 West End Fire Station	Slight increase in required maintenance for Q1.
2501 Kent's Pond Fire Station	Damage received to an overhead door caused and increase in maintenance cost.
2505 Paradise Fire Station	Positive variance due to timing of invoices under various line items.
2932 Animal Control Shelter Mtce.	Positive variance due to timing of invoices under various line items.
3241 Works Depot Maintenance	Additional maintenance required on Q1.
3242 Maintenance of Asphalt Recycling Facility	Positive variance due to timing of invoices under various line items.
4332 Bldg. Mtce. Robin Hood Bay	Positive variance due to timing of invoices under various line items.
6341 Real Estate	Positive variance due to timing of invoices under various line items.
6392 Non-Profit Housing Maintenance	Positive variance due to timing of invoices under various line items.
6625 Maintenance - Quidi Vidi	Positive variance due to timing of invoices under various line items.
7125 Mtce. of Buckmasters Rec. Centre	Positive variance due to timing of invoices under various line items.
7130 Maintenance of H.G.R. Mews Centre	Increase in maintenance cost - emergency repair to Boiler
7131 Aquatic Maintenance - Parks	Positive variance due to timing of invoices under various line items.
7133 Mtce. Rotary Park Chalet	Positive variance due to timing of invoices under various line items.
7136 Mtce. Shea Heights Community Center	Positive variance due to timing of invoices under various line items.
7137 Wedgewood Park Fac. Mtce.	Building closed. Budget no longer in use.
7138 Mtce. Kilbride Community Center	Positive variance due to timing of invoices under various line items.
7139 Mtce. Southlands Community Center	Positive variance due to timing of invoices under various line items.
7141 Anna Templeton Center - Mtce.	Positive variance due to timing of invoices under various line items. Maintenance planned/scheduled for Q2.
7225 Bowring Park Bldg. Maintenance	Positive variance due to timing of invoices under various line items.
6361 Hamilton Ave/Riverhead Towers	Negative variance due to increase in municipal tax for Q1. Increase in electrical maintenance for unit turnovers
6362 Cuckholds Cove Rd.	Negative variance due to increase in municipal tax for Q1
6363 Forest Road Project	Negative variance due to increase in Municipal Tax paid in Q1
6365 Infill '82 Project	Negative variance due to increase in municipal tax for Q1. Higher than budgeted maintenance costs in Q1.
6366 Faheys Row Infill	Negative variance due to increase in municipal tax for Q1. Unit turnover in Q1 added additional cost to building maintenance.
6367 Alexander Ave/Hamilton St	Negative variance due to increase in municipal tax for Q1. Unit turnover in Q1 added additional cost to building maintenance.
6368 Carnell St/Larkin Sq.	Negative variance due to increase in municipal tax for Q1
6369 Hamlyn Road	Negative variance due to increase in municipal tax for Q1
6370 Goodview St/Carters Hill	Negative variance due to increase in municipal tax for Q1
6371 Infill 1985 Project	Negative variance due to increase in municipal tax for Q1. Unit turnover in Q1 added additional cost to building maintenance.
6373 Infill 1987 Project	Negative variance due to increase in municipal tax for Q1
6374 Infill 1988 Project	Negative variance due to increase in municipal tax for Q1
6375 Brookfield Road	Negative variance due to increase in municipal tax for Q1. Unit turnover in Q1 added additional cost to building maintenance.
6376 Infill 1990	Negative variance due to increase in municipal tax for Q1. Unit turnover in Q1 added additional cost to building maintenance.
6378 Cambell Avenue	Positive variance due to timing of invoices under various line items.
6381 Andrew's Place	Positive variance due to timing of invoices under various line items.
3121 Vehicle and Equipment Maintenance	Variance in materials and supplies due to more in house work.
3123 Robin Hood Bay Heavy Equipment	Lower diesel use due to major equipment repairs.
7111 Administration - Municipal Parks	Positive variance resulted from savings in labour costs. Position unfilled for approximately one month.
7121 Maintenance of Municipal Parks	Budget units 7121, 7122, 7124, 7126 and 7127 combined in to one budget in 2017. Much of the Parks labour cost is attributed to the period May to November. This report is based on Q1 only. Most staff were assigned to 7135 at this time. Positive variance.
7123 Maintenance of Sports Facilities	7123 budget is primarily accessed during Q2 and Q3.

PUBLIC WORKS

PROGRAM	VARIANCE COMMENT
3011 Administration Public Works	Positive variance due to timing of expenses, some purchased on as needed basis. Overtime over budget due to snow clearing, shouldn't be much OT worked for the remainder of the year.
4111 Admin. - Environmental Services	Variance primarily related to Personnel Services - Staff allocations are not correct - Finance Division has been advised and changes will be made for Q2
4121 Petty Harbour Long Pond Water Treatment Plant	PHLP WTP has been in operation for almost two years. Minimal Labour Overtime paid in Q1. Overtime is variable and dependent on operational issues which are commonly unpredictable. Energy consumption is lower than originally anticipated. Variance in chemical consumption is contributed to timing of invoices for chemical deliveries in Q1. It is anticipated that chemical consumption will be closer to the Yearly Budget by Year End. Net Operating Budget reduction recommendations of \$105,400. It is not recommended to further reduce any other operating budgets at this time however further reductions may be considered in Q2 & Q3.
4122 Winsor Lake Treatment Plant	Windsor Lake (4122) Program Net Variance is 2.26%. Variance in chemical consumption is contributed to timing of invoices for chemical deliveries in Q1. It is anticipated that chemical consumption will be closer to the Yearly Budget by Year End. It is anticipated that the Contractual Services and Materials and Supplies Budgets will be closer to the Yearly Budget by Year End. It is not recommended to reduce any operating budgets at this time however further reductions may be considered in Q2 & Q3.
4123 Regional Water System	<p>Please note that the total expenditures for this program have a favourable variance of 2.18%. Specific line items requiring explanation include:</p> <p>1) 52135 Light and Power - The Regional Water System actively participates in NL Power's curtailment program each year. The curtailment credit for this year totals \$93,036.32 (HST Extra). As well, following the wind storm in March, the Bay Bulls Big Pond Water Treatment Plant was required to run on backup generator power continuously from March 13 - March 21, 2017 until electrical repairs were completed. Both of these factors collectively meant that utility power requirements were reduced for the first quarter of 2017 resulting in a favourable quarterly variance.</p> <p>2) 55432 Diesel Fuel - During the extended utility power outage from March 13 - March 21, 2017, \$106,024.00 of diesel fuel or 70% of the annual budget was required for the backup generators until electrical repairs were completed.</p> <p>3) 55413 Chlorine - The large favourable variance is not accurate as a number of invoices for chlorine deliveries in Q1 were not processed for payment until Q2</p>
4131 Water and Waste Water Distribution	Budget variance based upon 3 factors: 1) Personnel Services - Overtime during Q1 was lower than forecasted 2) Contractual Services - Construction Contracts not started, work anticipated in Q3 and Q4. 3.) Materials and Supplies - materials used for maintenance activities lower than forecast due to winter weather conditions.
4225 Riverhead Waste Water Treatment Facility	Overall Program Net variance is favourable for Q1. Year end variance anticipated to favourable. Diesel Fuel, variance = (15.74%) - Diesel fuel consumption is greater in winter months due to NL Power Curtailment Agreement. Budget distribution to be adjusted. Furnace Fuel, variance = (145.37%) - Necessary methane gas system modifications have pushed out the start date for gas utilization resulting in higher fuel costs for the boilers. Repairs To Buildings, variance = (145%) - Flare modification work required for CSA approval exceeded monthly distribution in Q1. Overhead Doors, variance = (32.65%) - Unplanned repairs to Admin Building overhead door exceeded monthly distribution in Q1. Repairs To Other Equipment, variance = (88.54%) - Yearly generator preventive maintenance completed in January and unplanned repair of Instrumentation Air Compressors caused monthly distribution to be exceeded in Q1.

ST. JOHN'S REGIONAL FIRE DEPARTMENT

PROGRAM DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Communication Centre					
2492 Communication Centre	229,447	41,567	255,783	(214,215)	(515.35%)
Total Communication Centre	229,447	41,567	255,783	(214,215)	(515.35%)
Fire Protection					
2491 Fire Protection	(9,025,336)	(2,383,351)	(3,225,336)	841,985	(35.33%)
Total Fire Protection	(9,025,336)	(2,383,351)	(3,225,336)	841,985	(35.33%)
Goulds Volunteer Fire Dept.					
2493 Goulds Volunteer Fire Dept.	237,333	59,333	65,690	(6,356)	(10.71%)
Total Goulds Volunteer Fire Dept.	237,333	59,333	65,690	(6,356)	(10.71%)
Mechanical Division					
2504 Mechanical Division	508,479	117,594	100,249	17,345	14.75%
Total Mechanical Division	508,479	117,594	100,249	17,345	14.75%
Regional Fire Administration					
2503 Regional Fire Administration	5,618,487	702,927	659,139	43,788	6.23%
2531 Emergency Preparedness	131,261	27,655	25,414	2,241	8.10%
Total Regional Fire Administration	5,749,748	730,582	684,553	46,029	6.30%
St. John's Fire Protection					
2500 St. John's Fire Protection	24,488,152	6,122,038	6,118,129	3,909	0.06%
Total St. John's Fire Protection	24,488,152	6,122,038	6,118,129	3,909	0.06%
Support Services Division					
2502 Support Services Division	671,761	161,492	197,466	(35,974)	(22.28%)
Total Support Services Division	671,761	161,492	197,466	(35,974)	(22.28%)
TOTAL ST. JOHN'S REGIONAL FIRE DEPARTMENT	22,859,584	4,849,255	4,196,534	652,721	13.46%

ST. JOHN'S REGIONAL FIRE DEPARTMENT

PROGRAM	VARIANCE COMMENT
2492 Communication Centre	Variance the result of timing. Recovery from NL 911 not booked.
2491 Fire Protection	Variance the result of timing of budget versus actuals. Budget needs to be redistributed monthly for the following items. Salaries and Wages (for timing of retro pay), Servicing of Radio Equipment, Protective Clothing & Uniforms, Motor Vehicles, and Computer Systems. In addition, employee benefits for IAFF staff budgeted in other programs are included in this budget (i.e. 2502)
2493 Goulds Volunteer Fire Dept.	Salaries and Wages - typically not paid until Q4. Grants to Other Groups - approx half paid in Q1, with remainder being administered and managed by the SJRFD.
2504 Mechanical Division	Expenditure in Repairs to Other Equipment and Vehicle & Equipment Repair Parts less than budgeted in Q1
2503 Regional Fire Administration	Arbitration fees less than budgeted in Q1. Telephone charges and Property insurance allocations require further investigation.
2502 Support Services Division	Payroll benefits incurred in this program are budgeted for in program 2491 - Fire protection. Will transfer an amount for future variance reports.
TOTAL EXPENDITURE	296,177,843 65,840,309 60,811,217 5,029,092 7.64%

REVENUE

REVENUE DESCRIPTION	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
TAXATION					
1112 RESIDENTIAL REALTY	90,300,000	42,702,143	45,171,210	2,469,067	5.78%
1121 BUSINESS REALTY	70,100,000	17,525,000	17,368,268	156,732	0.89%
1400 BUSINESS OCCUPANCY			(3,424)	(3,424)	0.00%
4410 WATER SALES & TAX	36,700,000	16,450,000	16,531,353	81,353	0.49%
1940 ACCOMMODATION TAX	3,200,000				0.00%
1991 UTILITY TAX	7,300,000	6,271,830	6,169,771	(102,060)	(1.63%)
TOTAL TAXATION	207,600,000	82,948,973	85,237,178	2,288,205	2.76%
GRANTS IN LIEU OF TAXES					
2100 GOVERNMENT OF CANADA	2,800,000	2,800,000	5,296,812	2,496,812	89.17%
2200 GOVT.CANADA AGENCIES	2,800,000	2,800,000	1,679,442	1,120,558	40.02%
2300 WATER TAX GRANT	2,850,000	712,500		(712,500)	(100.00%)
2400 GOVT.NFLD.AGENCIES					
TOTAL GRANTS IN LIEU OF TAXES	8,450,000	6,312,500	6,976,254	663,754	10.51%
SALES GOODS & SERVICES					
4100 GENERAL GOVERNMENT	3,604,992	1,013,748	1,019,579	5,831	0.58%
4300 TRANSPORTATION SERVICES	2,552,394	638,099	465,200	(172,899)	(27.10%)
4400 ENVIRONMENTAL HEALTH	14,081,225	3,344,056	2,889,554	(454,502)	(13.59%)
4435 TIPPING FEES	13,891,604	3,472,901	2,702,325	(770,576)	(22.19%)
4700 RECREATION	1,937,401	394,197	316,330	(77,867)	(19.75%)
4900 OTHER GENERAL SERVICES	650,676	162,669	2,031,233	1,868,564	1148.69%
TOTAL SALES GOODS & SERVICES	36,718,292	9,025,670	9,424,221	398,551	4.42%
OTHER REVENUE OWN SOURCES					
5120 BUSINESS LICENCES	144,674	28,668	56,379	27,710	96.66%
5170 CONSTRUCTION PERMITS	2,931,095	732,774	786,439	53,665	7.32%
5200 FINES	2,984,050	746,012	491,915	(254,098)	(34.06%)
5300 RENTS & CONCESSIONS	3,598,276	899,569	969,996	70,427	7.83%
5500 INVESTMENT INTEREST	25,716	6,429	123,284	116,855	1817.62%
5600 INTEREST TAX ARREARS	1,400,000	350,000	478,713	128,713	36.78%
TOTAL OTHER REVENUE OWN SOURCES	11,083,811	2,763,452	2,906,726	143,273	5.18%
GRANTS OTHER GOVERNMENTS					
7530 RECOVERY DEBT CHARGES	21,075,622	4,157,922	5,962,597	1,804,675	43.40%
7550 REAL PROGRAM GRANTS	225,000	56,250	16,280	(39,970)	(71.06%)
7670 NPH SUBSIDY	967,343	241,836	276,579	34,743	14.37%
7598 MUNICIPAL OPR. GRANT					
7682 RENTAL HOUSING					
7110 FEDERAL GAS TAX REBATE	4,182,853				0.00%
7100 OTHER GRANTS	298,569	59,946	967,565	907,619	1514.06%
7107 CMHC MORTGAGE SUBSIDY	227,061	56,765	61,152	4,387	7.73%
GRANTS OTHER GOVERNMENTS	26,976,448	4,572,719	7,284,173	2,711,454	59.30%
OTHER TRANSFERS					
9201 ASSESSMENTS			213,528	213,528	0.00%
9300 TRANSFER FROM RESERVES	4,620,674	1,830,326	2,470,294	639,968	34.96%
TOTAL OTHER TRANSFERS	4,620,674	1,830,326	2,683,822	853,496	46.63%
TOTAL REVENUE	295,449,225	107,453,640	114,512,374	7,058,734	6.57%

REVENUE

REVENUE	VARIANCE COMMENT
2100 GOVERNMENT OF CANADA	Timing and allocation of budget - to be addressed
2200 GOVT.CANADA AGENCIES	Timing and allocation of budget - to be addressed
2300 WATER TAX GRANT	Timing and allocation of budget - to be addressed
4400 ENVIRONMENTAL HEALTH	Variance between the budgeted year to date revenue from Regional Water Sales and the actual year to date revenue from Regional Water Sales.
4700 RECREATION	Budget not accurately reflected for donations & some sessions not yet offered with delay of PRCC. Increased usage of Mews gym, rental fees paid for full year in advance.
4900 OTHER GENERAL SERVICES	One time cash receipt of \$1.4M for NL Power refunds.
5120 BUSINESS LICENCES	Taxi License First quarter indicates more revenue than budgeted as the majority of taxi Licensing completed during this time.
5170 CONSTRUCTION PERMITS	Application Fees are lower than expected. Plumbing Inspection Revenue is slightly down in Q1, however expected to increase over second as construction activity increases. Revenue is slightly higher than projected for electrical permits.
5200 FINES	Revenues are not as expected possibly due to meters being out of service from general maintenance and vandalism.

Executive Summary

Revenue

	ANNUAL BUDGET	Y.T.D. BUDGET	Y.T.D. ACTUAL	VARIANCE \$ FAVR./ (UNFAVR.)	VARIANCE % FAVR./ (UNFAVR.)
Taxation	207,600,000	82,948,973	85,237,177	2,288,204	2.76%
Grants in Lieu of Taxes	8,450,000	6,312,500	6,976,254	663,754	10.51%
Sales of Goods & Services	36,718,292	9,025,670	9,424,221	398,551	4.42%
Other Revenue Own Sources	11,083,811	2,763,453	2,906,726	143,273	5.18%
Grants Other Governments	26,976,448	4,572,719	7,284,173	2,711,454	59.30%
Other Transfers	4,620,674	1,830,326	2,683,822	853,496	46.63%
TOTAL REVENUE	295,449,225	107,453,641	114,512,373	7,058,732	6.57%

Expenditure

City Administration	9,587,774	2,076,988	1,640,348	436,640	21.02%
Community Services	16,130,866	4,408,833	4,383,553	25,280	0.57%
Finance and Administration	13,643,525	2,992,745	2,684,590	308,155	10.30%
Other and Fiscal Services	95,988,255	14,400,815	15,748,157	(1,347,342)	(9.36%)
Planning, Engineering &Regulatory Services	14,357,138	3,120,877	2,939,647	181,230	5.81%
Public Works	123,610,701	33,990,796	29,218,388	4,772,408	14.04%
St. John's Regional Fire Department	22,859,584	4,849,255	4,196,534	652,721	13.46%
TOTAL EXPENDITURE	296,177,843	65,840,309	60,811,217	5,029,092	7.64%
Net Surplus (Deficit)	(728,618)	41,613,332	53,701,156	12,087,824	14.21%

INFORMATION NOTE

Title: Process Improvement Initiative– Next Steps

Date Prepared: June, 2017

Report To: Finance and Administration Standing Committee

Councillor and Role: Jonathan Galgay, Chair

Ward: N.A

Issue: Provide Council with an overview of the next steps to plan for, and implement, the continuous improvement capacity and culture initiative for the City as part of the Accountability Framework approved by Council in March, 2017.

Discussion – Background and Current Status:

Effective organizations continuously look at what they do and how they do it to ensure they are achieving their results in the most efficient and cost effective way and that they maximize their resources, both human and financial. The City's core value of "continuing to do things better" will be more effectively realized when continuous improvement (CI) is embedded into the culture and it is considered as part of how we do our work. Staff at all levels need the tools to identify opportunities for improvement and then the support to implement those changes using proven CI methodology and supports.

Continuous improvement is not a one-time effort. It must be *ongoing* and supported if it is to improve products, services, or processes. The City needs to create a commitment and shared vision of CI for the organization; and link CI with our strategic plan goals to be a more effective organization. We need to build capacity by delivering first-rate training and create an atmosphere where people want to make improvements, and are involved and care about the success of the organization as a whole.

Cities across the country and around the world have instituted CI teams, completed capacity building and carried out and reported on projects regularly. CI has become one of the best ways to improve client satisfaction and employee engagement and also offers opportunities to keep costs in line.

The City Manager and the Deputy City Manager, Finance and Administration will serve as champions of Continuous Improvement in the organization. The Division of Organizational Performance and Strategy will lead the work.

Key Considerations/Implications:

1. Budget/Financial Implications

Division of Organizational Performance and Strategy has earmarked a portion of its budget for a CI initiative in 2017 and a request for proposals has been issued. At this time, given the scope

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and variety of consultants available, it is hard to pinpoint a definitive cost. This will be better determined once the RFP process concludes. The work will be completed within the existing budget envelope.

2. Partners or Other Stakeholders

Other municipalities and organizations in the public sector using CI have been consulted for their experience and lessons learned.

Unions – Ongoing discussion with the unions related to this initiative is key. One meeting has already taken place to brief them on the proposed initiative and discussions will continue.

3. Alignment with Strategic Directions/Adopted Plans

A new initiative was added to the 2015-18 strategic plan under the strategic direction of effective organization for 2017 which says we will “develop a culture of continuous improvement through workshops and training.” The RFP which has been issued speaks to this work.

4. Legal or Policy Implications

There may be policy implications if CI projects identify change in process or procedure. These would be dealt with by the each, based on the project at the time.

5. Engagement and Communications Considerations

Communications and engagement plans are in development and will support the change management and implementation plan more broadly while capacity is being built as well as when projects are started and concluded including sharing lessons learned and celebrating successes.

6. Human Resource Implications

Staff within Organizational Performance and Strategy will lead and support this initiative. Staff at all levels will be involved as capacity is built.

7. Procurement Implications

RFP issued in late May, 2017. Scope of work for RFP is attached.

8. Information Technology Implications

None at this time.

9. Other Implications

Effective implementation depends on clear messaging around what CI is and what it is not. Continuous improvement is about making the organization more effective for the public it serves and the people who work here. It ensures that when problems or challenges are identified there are mechanisms in place to address them for permanent solutions rather than quick or temporary fixes and there is opportunity to check in on progress. While saving money may be an outcome of CI, it is not its primary intention.

Conclusion:

Once the RFP closes, a consultant will be selected to begin the work as outlined in the attached RFP. Several employees, including at least two in OPS, will begin intensive training following a train the train model. Subsequently, staff across the organization will be educated and trained and projects will be identified for consideration. Updates will be provided on the progress of CI within the City.

Prepared by/Signature: Victoria Etchegary, Manager, Organizational Performance and Strategy

Approved by/Date/Signature: Derek Coffey, Deputy City Manager, Finance and Administration

INFORMATION NOTE

Title: Collection on Commercial Accounts

Date Prepared: May 2, 2017

Report To: Finance & Administration Standing Committee

Councillor and Role: N/A

Ward: N/A

Issue: Collection efforts on commercial accounts and potential impacts

Discussion – Background and Current Status:

The City on occasion encounters commercial taxpayers with significant balances owing. At times there are proposals to settle the amounts owing in which there are requests for adjusted payments terms and waving of some or all of the interest owing. The following are two examples:

	Scenario 1	Scenario 2
Amount owing	\$60,606 – 3 properties	\$263,523
Annual Tax bill	\$11,673	\$107,075
Taxpayer proposal	\$500 per month and not charge future interest	\$5,000 per month and not charge future interest
Comments:	Proposal would mean over 10 years just to cover the current taxes outstanding. Annual tax bills would still have to be covered	Proposal would mean over 4 years just to cover the current taxes outstanding. Annual tax bills would still have to be covered

The above proposals are inadequate for a number of reasons:

1. The City's charging of interest on overdue accounts serves as an incentive to make timely payment.
Both the above requests are for very long periods of interest free status. This is unfair to other taxpayers who are still paying interest.
2. The City is not a financial institution. The above scenarios are similar to a loan request. The City cannot afford to make such deals as the cash is needed in the year to operate.
3. If amounts are left outstanding too long the amount could grow to be in excess of the value of the property thereby leaving no incentive for the owner to pay.

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The City will make every reasonable effort to allow taxes to be repaid in a timely manner. These efforts depend on many factors such as past payment history, whether any previous agreements were honored, and level of co-operation with staff. The goal of the City is to collect money on time in a reasonable fashion using many of the collections tools available.

However, in the absence of agreements with owners to pay taxes in a timely manner the City must escalate its collection efforts. While some are more minor such as overdue notices some of the more impactful ones are:

- A. **Refer account to a collection agency** – this involves referring the account to an outside collection agency. In these cases the City loses 18% if the agency collects which can be substantial on large commercial accounts.
- B. **Requesting payment from mortgage lenders** – if a mortgage is in place on the property sometimes the mortgage holder will ensure the taxes are up to date in order to protect their lien on the property. This procedure is often used with residential properties but the amounts the City will be requesting on commercial properties will be much larger. The financial institution will in turn seek payment from the property owner.
- C. **File a Statement of Claim** – in this scenario court action is taken which will protect the city's lien and limitation period for taxes owing but does not necessarily result in settling the outstanding taxes in a timely manner.
- D. **Cutting water services** – This involves cutting the supply of water to a property. This is a serious step and in many cases will force the business to temporarily close. Most businesses cannot operate without water nor are they permitted to open if their fire sprinkler systems are inoperable. There is a potential for some of these properties to be mixed use and thus residential tenants could be impacted.
- E. **Initiate Tax Sale**- this process has been used before for vacant land and non-owner occupied residential property (property was usually vacant). This will often result in payments being made so that a property is not lost by the owner.

The above methods are used in different circumstances. Historically the City has not necessarily used some of these methods on commercial properties. On a go forward basis, procedures such as cutting water and initiating tax sale will become more frequent for commercially owned properties.

Key Considerations/Implications:**1. Budget/Financial Implications**

The right collection method can maximize the amount recovered thus saving the money as less taxes will need to be written off.

2. Partners or Other Stakeholders**3. Alignment with Strategic Directions/Adopted Plans**

Fiscal responsibility

4. Legal or Policy Implications**5. Engagement and Communications Considerations****6. Human Resource Implications****7. Procurement Implications****8. Information Technology Implications****9. Other Implications****Conclusion/Next Steps:**

Staff will be proceeding with the above collection efforts over the next weeks and months.

Prepared by/Signature:

Derek Coffey, Deputy City Manager – Finance & Administration

Approved by/Date/Signature:**Attachments:**

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF June 8, 2017 TO June 14, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
COM	Bristol Development Inc	Clearing & Grubbing	86 Kelsey Drive	4	Approved	17-06-09
RES		Home Office for Electrical Contractor	4 Ventura Place	4	Approved	17-06-12
COM	McCor Management	Relocation of Two (2) Fire Hydrants	10 Factory Lane	2	Approved	17-06-14
IND	Pennecon Realty	Storage of Two (2) Containers	365 Incinerator Road	5	Approved	17-06-14
COM	Stantec Consulting Ltd.	Revised Pavement markings & new bike racks	90 Aberdeen Avenue	1	Approved	17-06-14

* Code Classification:
RES - Residential INST - Institutional
COM - Commercial IND - Industrial
AG - Agriculture
OT - Other

** This list is issued for information purposes only. Applicants have been advised in writing of the Development Officer's decision and of their right to appeal any decision to the St. John's Local Board of Appeal.

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Building Permits List

Council's June 19, 2017 Regular Meeting

Permits Issued: 2017/06/08 To 2017/06/14

Class: Commercial

390 Topsail Rd., Studio Beauty	Co	Service Shop
5 Hebron Way	Sn	Retail Store
61 Main Rd	Sn	Retail Store
63 Thorburn Rd., Get Air	Sn	Recreational Use
379 Duckworth St. Republic Bar	Rn	Mixed Use
67-71 Harvey Rd	Rn	Eating Establishment
79 Aberdeen Ave	Sw	Parking Lot
Avalon Mall, Tenant Storage	Rn	Retail Store
35 White Rose Dr, Unit 106	Rn	Clinic
14 O'leary Ave	Nc	Parking Lot

This Week \$ 21,457,052.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

16 Allandale Rd	Nc	Single Detached Dwelling
243 Bay Bulls Rd	Nc	Accessory Building
49 Blackler Ave	Nc	Accessory Building
30 Branscombe St	Nc	Accessory Building
20 Bulrush Ave , Lot 114	Nc	Single Detached Dwelling
243 Canada Dr	Nc	Accessory Building
172 Castle Bridge Dr	Nc	Accessory Building
24 Cherokee Dr	Nc	Patio Deck
197 Cumberland Cres	Nc	Fence
164 Diamond Marsh Dr., Lot 17	Nc	Single Detached Dwelling
137 Diamond Marsh Dr	Nc	Single Detached Dwelling
66 Doyle St	Nc	Patio Deck
28 Fitzgibbon St	Nc	Patio Deck
28 Hartery Cres	Nc	Accessory Building
96 Highland Dr	Nc	Accessory Building
1 Labrador Pl	Nc	Accessory Building
493 Main Rd	Nc	Fence
247 Mundy Pond Rd	Nc	Accessory Building
84 Old Bay Bulls Rd	Nc	Swimming Pool
37 Palm Dr	Nc	Swimming Pool
27 Roche St	Nc	Patio Deck
40 Ryan's River Rd	Nc	Accessory Building
34 Cabot Ave	Nc	Accessory Building
3 Stephano St	Nc	Fence
46 Willenhall Pl	Nc	Single Detached & Sub.Apt
144 Higgins Line	Co	Office
13 Myrick Pl	Co	Home Office
3 Wexford St	Co	Single Detached Dwelling
163 Bay Bulls Rd	Rn	Single Detached Dwelling
66 Churchill Ave	Rn	Apartment Building
31 Goodridge St	Rn	Single Detached & Sub.Apt

18 King's Rd
 28 Lemarchant Rd
 15 Margaret's Pl
 7 Sumac St
 22 Willenhall Pl
 203 Cheeseman Dr
 28 Edison Pl
 104 Penney Cres

Rn Boarding House(4 Or Less)
 Rn Single Detached & Sub.Apt
 Rn Townhousing
 Rn Single Detached Dwelling
 Rn Patio Deck
 Sw Single Detached Dwelling
 Sw Single Detached & Sub.Apt
 Sw Single Detached Dwelling

This Week \$ 1,540,789.00

Class: Demolition

103 Mount Scio Rd

Dm Accessory Building

This Week \$ 36,000.00

This Week's Total: \$ 23,033,841.00

Repair Permits Issued: 2017/06/08 To 2017/06/14 \$ 86,800.00

Legend

Co Change Of Occupancy	Sw Site Work
Cr Chng Of Occ/Renovtns	Ms Mobile Sign
Ex Extension	Sn Sign
Nc New Construction	Cc Chimney Construction
Oc Occupant Change	Dm Demolition
Rn Renovations	

YEAR TO DATE COMPARISONS			
June 14, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$60,252,482.00	\$76,815,453.00	27
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$5,942,584.00	\$436,000.00	-93
Residential	\$27,192,896.00	\$32,277,658.00	19
Repairs	\$1,911,591.00	\$1,403,706.00	-27
Housing Units (1 & 2 Family Dwelling)	85	71	
TOTAL	\$95,299,553.00	\$110,932,817.00	16

Respectfully Submitted,

Jason Sinyard, P. Eng., MBA
 Deputy City Manager
 Planning, Engineering & Regulatory Services

MEMORANDUM

Weekly Payment Vouchers For The Week Ending June 14, 2017

Payroll

Public Works	\$ 459,147.99
Bi-Weekly Administration	\$ 816,017.58
Bi-Weekly Management	\$ 855,214.12
Bi-Weekly Fire Department	\$ 821,104.69
Accounts Payable	\$ 2,059,571.78

Total: \$ 5,011,056.16

ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

NAME	CHEQUE #	DESCRIPTION	AMOUNT
WEIRS CONSTRUCTION LTD.	00110720	ROAD GRAVEL	1,374.74
SHERRY HOUSE	00110721	HERITAGE GRANT	794.50
WEIRS CONSTRUCTION LTD.	00110722	ROAD GRAVEL	927.43
SHERRY HOUSE	00110723	HERITAGE GRANT	1,520.00
THYSSENKRUPP ELEVATOR	00110724	ELEVATOR MAINTENANCE	341.45
FLANKER PRESS LIMITED	00110725	BOOKS	120.31
ENCON GROUP INC.	00110726	HEALTH PREMIUMS	329.12
GUNTHER MELE LIMITED	00110727	PROMOTIONAL ITEMS	228.21
BELL MOBILITY INC.	00110728	CELL PHONE CHARGES	177.84
BELL ALIANT	00110729	TELEPHONE SERVICES	1,069.35
PAUL O'LEARY	00110730	PROMOTIONAL ITEMS	144.00
WELSH, SHERRY	00110731	REIMBURSEMENT - PETTY CASH	694.85
NEWFOUNDLAND EXCHEQUER ACCOUNT	00110732	PAYROLL TAX FOR MAY 2017	126,668.13
BIG ERICS INC	00110733	PURCHASE OF REFRIGERATOR	1,047.50
NEWFOUNDLAND POWER	00110734	ELECTRICAL SERVICES	38,917.25
CITY OF ST. JOHN'S	00110735	DEPARTMENTAL FLOAT	410.00
PERRY FITZGERALD	00110736	TRAVEL ADVANCE	2,060.50
ALYSSA'S PROPERTY SERVICES PRO INC.,	00110737	LITTER COLLECTION	11,357.67
ACKLANDS-GRAINGER	00110738	FIRST AID KITS	126.16
APEX CONSTRUCTION SPECIALTIES INC.	00110739	CONSTRUCTION SUPPLIES	1,793.31
COMFORT AIR LTD.	00110740	REPAIRS TO EQUIPMENT	609.50
ROBERT BAIRD EQUIPMENT LTD.	00110741	RENTAL OF EQUIPMENT	1,543.62
NEWFOUNDLAND EXCHEQUER ACCOUNT	00110742	CERTIFICATE RENEWALS	759.00
BATTLEFIELD EQUIP. RENTAL CORP	00110743	RENTAL OF EQUIPMENT	36.80
EASTERN FARMERS CO-OP SOCIETY	00110744	HORTICULTURAL SUPPLIES	186.86
NOIA	00110745	REGISTRATION FEES	1,377.70
TIM HORTON'S - OLD PLACENTIA RD	00110746	COFFEE SUPPLIES	198.95
BUTLER'S SAND & STONE CO. LTD.	00110747	SAND	119.89
WALMART 3196-ABERDEEN AVE.	00110748	MISCELLANEOUS SUPPLIES	212.93
NORTRAX CANADA INC.,	00110749	REPAIR PARTS	3,485.33
BEATTIE INDUSTRIAL	00110750	INDUSTRIAL SUPPLIES	215.22
CITY SAND AND GRAVEL LTD.	00110751	TALC	306.76
WM L CHAFE & SON LTD.	00110752	PROTECTIVE FOOTWEAR	161.00

NAME	CHEQUE #	DESCRIPTION	AMOUNT
DULUX PAINTS	00110753	PAINT SUPPLIES	62.59
RON FOUGERE ASSOCIATES LTD	00110754	PROFESSIONAL SERVICES	26,105.00
STEELE COMMUNICATIONS	00110755	ADVERTISING	897.00
PETER'S AUTO WORKS INC.	00110756	REPAIRS TO VEHICLES	814.16
MARY BROWN'S MILA FOODS INC.	00110757	MEALS - WORK CREWS	66.51
MAXXAM ANALYTICS INC.,	00110758	LABORATORY SUPPLIES	3,330.98
LONG & MCQUADE	00110759	SUPPLIES - REC PROGRAMS	1,795.71
ENGINEERING & ENVIRONMENTAL PRODUCTS	00110760	REPAIRS TO EQUIPMENT	28,313.00
CONCRETE SERVICES LTD	00110761	PROFESSIONAL SERVICES	8,109.85
WAJAX POWER SYSTEMS	00110762	REPAIRS TO EQUIPMENT	310.70
CANADIAN TIRE CORP.-HEBRON WAY	00110763	MISCELLANEOUS SUPPLIES	700.99
CANADIAN TIRE CORP.-KELSEY DR.	00110764	MISCELLANEOUS SUPPLIES	466.66
EASTERN TURF PRODUCTS	00110765	REPAIR PARTS	494.78
MEDICALMART NEWFOUNDLAND & LABRADOR	00110766	MEDICAL SUPPLIES	58.51
SSQ INSURANCE COMPANY INC.	00110767	PAYROLL REMITTANCES	4,479.05
EXECUTIVE TAXI LIMITED	00110768	TRANSPORTATION COSTS	14,127.75
FORTTRAN TRAFFIC SYSTEMS LTD	00110769	REPAIR TO TRAFFIC LIGHTS	28,104.63
OMB PARTS & INDUSTRIAL INC.	00110770	REPAIR PARTS	713.02
H & B CONSTRUCTION LTD.	00110771	SUPPLY/INSTALL POLES	4,600.00
EASTERN PROPANE	00110772	PROPANE	14.49
HARVEY'S TRAVEL AGENCY LTD.	00110773	AIRFARE	590.32
FINANCIAL MANAGEMENT INSTITUTE OF CANADA	00110774	WORKSHOPS	145.00
GUILLEVIN INTERNATIONAL CO.	00110775	ELECTRICAL SUPPLIES	233.43
RONA	00110776	BUILDING & HARDWARE SUPPLIES	240.30
HISCOCK RENTALS & SALES INC.	00110777	RENTAL OF EQUIPMENT	797.70
HOLLAND NURSERIES LTD.	00110778	HORTICULTURAL SUPPLIES	1,094.76
BRANDT POSITIONING TECHNOLOGY	00110779	SURVEY HUBS	213.90
4IMPRINT	00110780	PROMOTIONAL ITEMS	871.07
ULINE	00110781	REPAIR PARTS	1,369.94
HENRY'S	00110782	ELECTRONIC SUPPLIES	326.40
DESJARDINS FINANCIAL SECURITY	00110783	PAYROLL REMITTANCES	651,864.78
UMBRELLA SECURITY	00110784	REPAIRS TO EQUIPMENT	690.00
KANSTOR INC.	00110785	SECURITY MIRRORS	289.78

NAME	CHEQUE #	DESCRIPTION	AMOUNT
QUALITY EQUIPMENT REPAIR	00110786	REPAIRS TO EQUIPMENT	1,054.61
IEAS LTD.	00110787	REPAIRS TO EQUIPMENT	540.50
XYLEM WATER SOLUTIONS CANADA	00110788	REPAIRS TO EQUIPMENT	472.21
THE TOY BOX	00110789	REPAIR PARTS	55.16
OPEN TEXT CORPORATION	00110790	SOFTWARE MAINTENANCE	1,168.86
GOPHER SPORT	00110791	RECREATION SUPPLIES	874.99
LIFTOW LIMITED C/O T8092	00110792	PNEUMATIC TIRE	205.28
CARMICHAEL ENGINEERING LTD.	00110793	REPAIRS & REPAIR PARTS	3,233.02
SECURITAS CANADA LTD.	00110794	SECURITY SERVICES	719.99
MARK'S WORK WEARHOUSE	00110795	UNIFORM CLOTHING	517.48
WSP CANADA INC.	00110796	PROFESSIONAL SERVICES	3,798.45
DISTRIBUTION NOW	00110797	PAINT SUPPLIES	316.30
CAP-IT	00110798	SUPPLY/INSTALL ACCESS STEP	317.39
NEWFOUNDLAND BROADCASTING CO.	00110799	ADVERTISING	4,646.00
GCR TIRE CENTRE	00110800	TIRES	4,454.63
PUROLATOR COURIER	00110801	COURIER SERVICES	349.32
NEWFOUNDLAND EXCHEQUER ACCOUNT	00110802	ADVERTISING	39.91
ROYAL FREIGHTLINER LTD	00110803	REPAIRS & REPAIR PARTS	4,459.44
STANLEY FLOWERS LTD.	00110804	HORTICULTURAL SUPPLIES	632.50
HARRY SUMMERS LTD.	00110805	VEHICLE REPAIRS	2,127.50
TRACTION DIV OF UAP	00110806	REPAIR PARTS	5,391.60
URBAN CONTRACTING JJ WALSH LTD	00110807	PROFESSIONAL SERVICES	230.00
WATERWORKS SUPPLIES DIV OF EMCO LTD	00110808	WATERWORKS SUPPLIES	6,508.37
WALMART 3092-KELSEY DRIVE	00110809	MISCELLANEOUS SUPPLIES	520.28
ST. TERESA'S PARISH HALL	00110810	FACILITY RENTAL	345.00
NEWFOUNDLAND & LABRADOR ORGANIZATION OF	00110811	MEMBERSHIP RENEWAL	575.00
NEWFOUNDLAND & LABRADOR FOLKS ARTS SOCIETY	00110812	PROFESSIONAL SERVICES	2,530.00
CANCELLED	00110813	CANCELLED	0.00
ONTARIO TRAFFIC COUNCIL	00110814	REGISTRATION FEES	508.50
TODD ROBBINS SERVICES INC.	00110815	PROFESSIONAL SERVICES	5,980.00
CHOICES FOR YOUTH INC.	00110816	HPS FUNDING	33,631.41
EASTERN SIDING	00110817	BOWRING PARK ROOF REPLACEMENT	38,424.37
ROCKWOOD HOMES	00110818	REFUND - BUILDING PERMIT	664.20

NAME	CHEQUE #	DESCRIPTION	AMOUNT
ROZALIND MACPHAIL	00110819	PERFORMANCE FEE	200.00
GUY & MARLENE DREDGE	00110820	REFUND - MUNICIPAL TAX	2,860.65
EDWARD LANGMEAD	00110821	REFUND - MUNICIPAL TAX	2,013.45
HUGHIE SNOOK & KAYLA FRAKE	00110822	REFUND - MUNICIPAL TAX	2,292.99
PAM MARTIN	00110823	REFUND - MUNICIPAL TAX	1,868.55
LINDA MESTROPIETRO	00110824	REFUND - MUNICIPAL TAX	2,478.75
MATTHEW LAWLOR	00110825	REFUND - MUNICIPAL TAX	63.69
MEGHAN ELIZABETH HARTERY	00110826	REFUND - COURT OF APPEAL	60.00
KRISTA MAHONEY	00110827	GRANT APPROVAL	915.66
STEVEN DUFFY	00110828	PROPERTY DAMAGE CLAIM	103.50
EMPIRE VILLAGE CONDOMINIUM CORPORATION	00110829	PROPERTY DAMAGE CLAIM	299.00
NANCY WELLS	00110830	PROPERTY DAMAGE CLAIM	195.50
MICHAEL AND DENISE BRENNAN	00110831	PROPERTY DAMAGE CLAIM	303.60
PENNECON REALTY	00110832	REFUND - DEVELOPMENT APPLICATION	150.00
COMMON GROUND COWORKING INC.	00110833	MAY TRAINING SESSION	922.30
RECEIVER GENERAL FOR CANADA	00110834	PROFESSIONAL SERVICES	115.00
RANDY BAGGS	00110835	REFUND - HEALTH PREMIUMS	19.33
PAUL SEARS	00110836	REFUND - HEALTH PREMIUMS	115.95
LANNON, GEORGINA	00110837	REIMBURSEMENT - EXPENSES	32.63
WINDSOR, JOSEPH	00110838	VEHICLE BUSINESS INSURANCE	80.00
HAYWARD, SARAH	00110839	REIMBURSEMENT - EXPENSES	114.04
CINDY MILLER	00110840	COURSE FEES	458.85
DAY, DAVID	00110841	COFFEE/REFRESHMENTS	101.10
ARMTEC LP	00110842	REPAIR PARTS	14,636.35
ATLANTIC REPAIR	00110843	REPAIR PARTS	45.95
ERIN CALLAHAN ST JOHN STUDIO	00110844	PROFESSIONAL SERVICES	1,200.00
JOHN ANDREWS GRAPHIC DESIGN	00110845	PROFESSIONAL SERVICES	517.50
MENTAL HEALTH COMMISSION OF CANADA	00110846	MHCC TRAINING	6,468.75
SMITH STOCKLEY LTD.	00110847	PLUMBING SUPPLIES	755.00
CAN-AM PLATFORMS CONSTRUCTION LTD	00110848	PROGRESS PAYMENT	90,009.50
GCR TIRE CENTRE	00110849	TIRES	1,557.22
SKYMARK CONTRACTING LTD.	00110850	RELEASE OF SECURITY	658.44
SKYMARK CONTRACTING LTD.	00110851	RELEASE OF SECURITY	2,041.56

NAME	CHEQUE #	DESCRIPTION	AMOUNT
DICKS & COMPANY LIMITED	EFT000000000754	STATIONERY & OFFICE SUPPLIES	53.20
VOKEY'S JANITORIAL SERVICE	EFT000000000755	JANITORIAL SERVICES	539.35
NEWFOUNDLAND HVAC LTD.	EFT000000000756	REPAIRS TO EQUIPMENT	563.50
NEWFOUND DISPOSAL SYSTEMS LTD.	EFT000000000757	GARBAGE COLLECTION	179.03
NEWFOUNDLAND POWER	EFT000000000758	ELECTRICAL SERVICES	2,365.35
WATERTRAX INC.	EFT000000000759	PROFESSIONAL SERVICES	32,813.41
MCLOUGHLAN SUPPLIES LTD.	EFT000000000760	ELECTRICAL SUPPLIES	336.03
NEWFOUNDLAND POWER	EFT000000000761	ELECTRICAL SERVICES	34,620.06
PARTS FOR TRUCKS INC.	EFT000000000762	REPAIR PARTS	4,142.74
PUBLIC SERVICE CREDIT UNION	EFT000000000763	PAYROLL DEDUCTIONS	4,242.40
WEIRS CONSTRUCTION LTD.	EFT000000000764	PROGRESS PAYMENT	96,008.21
ALYSSA'S PROPERTY SERVICES PRO INC.,	EFT000000000765	LITTER COLLECTION	17,036.51
ACTION CAR AND TRUCK ACCESSORIES	EFT000000000766	REPAIR PARTS	241.43
ASHFORD SALES LTD.	EFT000000000767	REPAIR PARTS	502.08
ATLANTIC OFFSHORE MEDICAL SERV	EFT000000000768	MEDICAL SERVICES	1,577.50
ATLANTIC PURIFICATION SYSTEM LTD	EFT000000000769	LABORATORY SUPPLIES	6,345.82
AUDIO SYSTEMS LTD.	EFT000000000770	AUDIO SYSTEM REPAIRS	195.50
SMS EQUIPMENT	EFT000000000771	REPAIR PARTS	325.44
CABOT PEST CONTROL	EFT000000000772	PEST CONTROL SERVICES	852.73
PATHIX ASP INC.	EFT000000000773	COMPUTER SOFTWARE	4,270.07
PIK-FAST EXPRESS INC.	EFT000000000774	BOTTLE WATER	29.00
ROCKWATER PROFESSIONAL PRODUCT	EFT000000000775	CHEMICALS	1,431.87
BLACK & MCDONALD LIMITED	EFT000000000776	REPAIRS TO TRAFFIC SIGNALS	1,018.46
PRINT & SIGN SHOP	EFT000000000777	SIGNAGE	529.86
OVERHEAD DOORS NFLD LTD	EFT000000000778	REPAIRS TO OVERHEAD DOORS	12,434.14
BRENKIR INDUSTRIAL SUPPLIES	EFT000000000779	INDUSTRIAL SUPPLIES	178.48
WESTERN HYDRAULIC 2000 LTD	EFT000000000780	REPAIR PARTS	1,450.15
CITY OF MOUNT PEARL	EFT000000000781	CITY'S SHARE OF WATERSHED STUDY	15,639.45
CABOT BUSINESS FORMS/CABOT PROMOTIONS	EFT000000000782	BUSINESS FORMS	1,236.25
LIFE SAFETY SYSTEMS	EFT000000000783	ANNUAL SPRINKLER INSPECTIONS	4,640.25
CANADA POST CORPORATION	EFT000000000784	POSTAGE	9,357.25
CANADIAN CORPS COMMISSIONAIRES	EFT000000000785	SECURITY GUARD SERVICES	17,828.50
AIR LIQUIDE CANADA INC.	EFT000000000786	WELDING SUPPLIES	235.66

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NORTH ATLANTIC SYSTEMS	EFT000000000787	REPAIR PARTS	378.66
MAC TOOLS	EFT000000000788	TOOLS	1,535.86
NORTH ATLANTIC SUPPLIES INC.	EFT000000000789	PROTECTIVE CLOTHING	293.25
KENT	EFT000000000790	BUILDING & HARDWARE SUPPLIES	1,968.99
COLONIAL GARAGE & DIST. LTD.	EFT000000000791	REPAIR PARTS	6,248.18
CONSTRUCTION SIGNS LTD.	EFT000000000792	SIGNAGE	6,827.56
CONTROLS & EQUIPMENT LTD.	EFT000000000793	INDUSTRIAL SUPPLIES	533.96
SCARLET EAST COAST SECURITY LTD	EFT000000000794	TRAFFIC CONTROL PERSONNEL	15,615.57
JAMES G CRAWFORD LTD.	EFT000000000795	PLUMBING SUPPLIES	395.25
ENVIROSYSTEMS INC.	EFT000000000796	PROFESSIONAL SERVICES	97,416.66
THOMAS ECONOMY GLASS	EFT000000000797	SAFETY GLASS	277.38
FASTENAL CANADA	EFT000000000798	REPAIR PARTS	55.41
CUMMINS EASTERN CANADA LP	EFT000000000799	REPAIR PARTS	392.82
KENDALL ENGINEERING LIMITED	EFT000000000800	PROFESSIONAL SERVICES	1,605.98
DICKS & COMPANY LIMITED	EFT000000000801	STATIONERY & OFFICE SUPPLIES	4,629.13
HITECH COMMUNICATIONS LIMITED	EFT000000000802	PROFESSIONAL SERVICES	203.56
REEFER REPAIR SERVICES (2015) LIMITED	EFT000000000803	REPAIR PARTS	947.03
EAST COAST MARINE & INDUSTRIAL	EFT000000000804	REPAIR PARTS	391.00
ELECTRONIC CENTER LIMITED	EFT000000000805	ELECTRONIC SUPPLIES	10.29
THE TELEGRAM	EFT000000000806	ADVERTISING	2,428.80
DOMINION STORE 935	EFT000000000807	FOOD & REFRESHMENTS	1,301.47
FASTSIGNS	EFT000000000808	SIGNAGE	238.05
BASIL FEARN 93 LTD.	EFT000000000809	REPAIR PARTS	3,434.00
EMERGENCY REPAIR LIMITED	EFT000000000810	VEHICLE REPAIRS	6,513.53
FRESHWATER AUTO CENTRE LTD.	EFT000000000811	VEHICLE REPAIRS	5,428.67
PRINCESS AUTO	EFT000000000812	MISCELLANEOUS SUPPLIES	817.28
COASTLINE SPECIALTIES	EFT000000000813	SUPPLY & INSTALL PLAYGROUND EQUIP.	24,259.25
STELLAR INDUSTRIAL SALES LTD.	EFT000000000814	PLUMBING SUPPLIES	633.82
BOOMIT	EFT000000000815	PROFESSIONAL SERVICES	184.00
PROVINCIAL FENCE PRODUCTS	EFT000000000816	SUPPLY & INSTALL CHAIN LINK FENC	24,675.00
WOLSELEY CANADA INC.	EFT000000000817	REPAIR PARTS	1,245.06
MADSEN CONSTRUCTION EQUIPMENT INC.	EFT000000000818	REPAIR PARTS	124.13
HARRIS & ROOME SUPPLY LIMITED	EFT000000000819	ELECTRICAL SUPPLIES	83.22

NAME	CHEQUE #	DESCRIPTION	AMOUNT
HARVEY & COMPANY LIMITED	EFT000000000820	REPAIR PARTS	580.06
MS GOVERN	EFT000000000821	PROFESSIONAL SERVICES	759.02
BRENNTAG CANADA INC	EFT000000000822	CHEMICALS	5,946.70
HICKMAN MOTORS LIMITED	EFT000000000823	REPAIR PARTS	1,216.70
HOLDEN'S TRANSPORT LTD.	EFT000000000824	EQUIPMENT RENTAL	4,993.88
FLEET READY LTD.	EFT000000000825	REPAIR PARTS	3,790.33
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	EFT000000000826	REPAIR PARTS	2,656.76
UNIVAR CANADA	EFT000000000827	CHEMICALS	2,490.44
PENNECON ENERGY TECHNICAL SERVICE	EFT000000000828	PROFESSIONAL SERVICES	74,139.25
HICKMAN DODGE JEEP CHRYSLER	EFT000000000829	REPAIR PARTS	110.40
ONX ENTERPRISE SOLUTIONS LIMITED	EFT000000000830	PROFESSIONAL SERVICES	858.22
PRINTER TECH SOLUTIONS INC.,	EFT000000000831	REPAIRS TO EQUIPMENT	413.40
DBI-GARBAGE COLLECTION REMOVAL LTD.	EFT000000000832	GARBAGE COLLECTION	770.50
KENT BUILDING SUPPLIES-STAVANGER DR	EFT000000000833	BUILDING & HARDWARE SUPPLIES	59.14
KERR CONTROLS LTD.	EFT000000000834	INDUSTRIAL SUPPLIES	330.68
MARTIN'S FIRE SAFETY LTD.	EFT000000000835	SAFETY SUPPLIES	919.45
REXEL CANADA ELECTRICAL INC.,	EFT000000000836	REPAIR PARTS	108.71
JJ MACKAY CANADA LTD.	EFT000000000837	REPAIRS TO PARKING METERS	19,081.38
MCLOUGHLAN SUPPLIES LTD.	EFT000000000838	ELECTRICAL SUPPLIES	368.78
CUTTING EDGE LAWN CARE INC.,	EFT000000000839	OPEN SPACE MAINTENANCE	17,020.00
CAPITAL AUTO CENTRE & GLASS REPAIR	EFT000000000840	REPLACE WINDSHIELD	343.33
MODERN PAVING LTD.	EFT000000000841	ASPHALT	6,329.83
WAJAX INDUSTRIAL COMPONENTS	EFT000000000842	INDUSTRIAL SUPPLIES	837.94
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT000000000843	INDUSTRIAL SUPPLIES	594.23
NL KUBOTA LIMITED	EFT000000000844	REPAIR PARTS	55,444.08
NEWFOUNDLAND POWER	EFT000000000845	PROFESSIONAL SERVICES	4,713.14
TOROMONT CAT	EFT000000000846	REPAIR PARTS	65.01
NORTH ATLANTIC PETROLEUM	EFT000000000847	GASOLINE & DIESEL	77,318.37
PBA INDUSTRIAL SUPPLIES LTD.	EFT000000000848	INDUSTRIAL SUPPLIES	672.43
CW PARSONS LIMITED	EFT000000000849	PROFESSIONAL SERVICES	2,429.80
K & D PRATT LTD.	EFT000000000850	REPAIR PARTS	2,047.07
RIDEOUT TOOL & MACHINE INC.	EFT000000000851	TOOLS	17.19
S & S SUPPLY LTD. CROSSTOWN RENTALS	EFT000000000852	REPAIR PARTS	22,356.63

NAME	CHEQUE #	DESCRIPTION	AMOUNT
BIG ERICS INC	EFT000000000853	SANITARY SUPPLIES	1,759.06
SAUNDERS EQUIPMENT LIMITED	EFT000000000854	REPAIR PARTS	14,746.21
SANSOM EQUIPMENT LTD.	EFT000000000855	REPAIRS TO EQUIPMENT	430.10
STRONGCO	EFT000000000856	REPAIR PARTS	125.95
FJ WADDEN & SONS LTD.	EFT000000000857	SANITARY SUPPLIES	517.50
WINDCO ENTERPRISES LTD.	EFT000000000858	REPAIRS TO FLAG POLE	155.20
HAMMOND. WALLACE	EFT000000000859	AUDIO SERVICES	575.00
A HOLDING PLACE	EFT000000000860	PROFESSIONAL SERVICES	586.50
BRUCE PEARCE	EFT000000000861	REIMBURSEMENT - EXPENSES	187.34
HANLON SERVICES	EFT000000000862	GRAFFITI REMOVAL	478.40
ROGERS COMMUNICATIONS CANADA INC.	EFT000000000863	DATA & USAGE CHARGES	1,145.40
NEWFOUNDLAND POWER	EFT000000000864	ELECTRICAL SERVICES	4,214.05
TOTAL:			<u><u>2,059,571.78</u></u>

MEMORANDUM

Date: June 13, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton

Re: Council Approval for Tender 2017065 Road Shouldering and Ditching

The results of Tender 2017065 Road Shouldering and Ditching is as follows:

S&H Codner's Construction Limited	\$154,962.50
Clarke's Trucking and Excavating Limited	\$611,512.50
S&L Enterprises	\$751,375.50
C.W. Parsons Limited	\$782,346.73
Pyramid Construction Limited	\$868,250.00
J3 Construction Limited	\$1,238,090.00
Farrell's Excavating Limited	\$1,883,987.50
Modern Paving Limited	\$2,009,337.50

It is recommended to award this tender to the lowest bidder meeting specifications
S&H Codner's Construction Limited \$154,962.50, as per the Public Tendering Act.

Taxes are included with submitted bid.

John Hamilton
Senior Buyer

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES
CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

MEMORANDUM

Date: June 13, 2017

To: His Worship the Mayor
and Members of Council

From: Derek Coffey CPA, CA, MBA
Deputy City Manager

Re: Quarterly Travel Report
First Quarter, 2017

Attached in accordance with the City's Freedom of Information By-Law is the Quarterly Travel Report for the first quarter of 2017.



Derek Coffey CPA, CA, MBA
Deputy City Manager,
Finance & Administration

DC/ch

Enclosure

ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO Box 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

1ST QUARTERLY TRAVEL REPORT FOR 2017

COMMUNITY SERVICES

TOTAL

JESSICA BARRY

Halifax, Moncton	7553-52111	\$	1,481.37
Atlantic Canadian Partnerships			
Jan. 18-21, 2017			

ELIZABETH LAWRENCE

Halifax, Moncton	6211-52111	\$	1,415.67
Atlantic Canadian Partnerships			
Jan. 18-20, 2017			

CITY ADMINISTRATION

CHERYL MULLETT

Toronto, ON	1220-5211	\$	2,908.09
Provincial/Municipal Liability Conference			
Feb. 6-8, 2017			

MAYOR AND COUNCIL

DENNIS O'KEEFE

Ottawa, ON	1111-52111	\$	1,866.89
Big City Mayor's Caucus			
Jan. 19-22, 2017			

SANDY HICKMAN

Ottawa, ON	1111-52111	\$	796.78
CCCO Winter Conference			
Feb. 1-4, 2017			

**(Trip cancelled, airfare credit was deducted
from Victoria, B.C. , May 2017 Travel)**

DENNIS O'KEEFE	1111-52111	\$	3,257.89
Fort Lauderdale, FL			
Cruise Meetings			
March 12-17, 2017			

PLANNING, ENGINEERING & REGULATORY SERVICES

RYAN CREWE	2921-52111	\$	2,754.31
Halifax, N.S.			
EPIC Training Course			
March 22-24, 2017			

PUBLIC WORKS

MICHAEL HEARN			
Gander, NL			
Water Quality Seminar			
March 27-30, 2017	3011-5211	\$	690.52

GORD EARLE			
Gander, NL			
Water Quality Seminar			
March 27-30, 2017	3011-5211	\$	638.35

GLEN CROWLEY			
Gander, NL			
Water Quality Seminar			
March 27-30, 2017	3011-5211	\$	638.35

BYRON EARLE			
Gander, NL			
Water Quality Seminar			
March 27-30, 2017	4122-5211	\$	867.69

COMMUNITY SERVICES - HOUSING

LAURA WINTERS

Burlington, ON

Training Coordinated Access Clinic

March 5-8, 2017 6395-5211 \$ 2,225.89

(HPS Funding net zero cost to City)

TOTAL OF ABOVE \$ 19,541.80

**Please note travel amounts above may not match totals on attached report due to timing differences
between travel dates and recording of expenses as well as calculation of HST rebates.**

2017 BUDGET & ACTUAL TRAVEL REPORT

Department, Division	2017 Annual Budget	Q1 Actual Expenditure	Budget Remaining
Community Services, Economic Development, Culture & Partnerships	2,100	1,401	699
Community Services, Administration - Community Services	35,400	1,337	34,063
City Administration, City Solicitor	-	1,477	(1,477)
Community Services, Non-Profit Housing	-	1,587	(1,587)
City Administration, Mayor & Councillors	21,762	2,594	19,168
Planning, Engineering & Regulatory Services, Regulatory Services	-	5,448	(5,448)
Public Works, Public Works Administration	15,657	-	15,657
Public Works, Water & Waste Water	23,200	-	23,200
Planning, Engineering & Regulatory Services, Management & Administration, PE&R	40,900	-	40,900
Finance & Administration, Administration - Finance	40,570	-	40,570
St. John's Regional Fire Department, Regional Fire Administration	6,800	26	6,774
City Administration, Office of the City Manager	13,700	-	13,700
Public Works, Waste & Recycling	11,700	-	11,700
Planning, Engineering & Regulatory Services, Planning & Development	0	-	0
Planning, Engineering & Regulatory Services, Engineering	-	-	-
Other & Fiscal Services, Other Cultural	2,900	-	2,900
Grand Total	214,689	13,870	200,820